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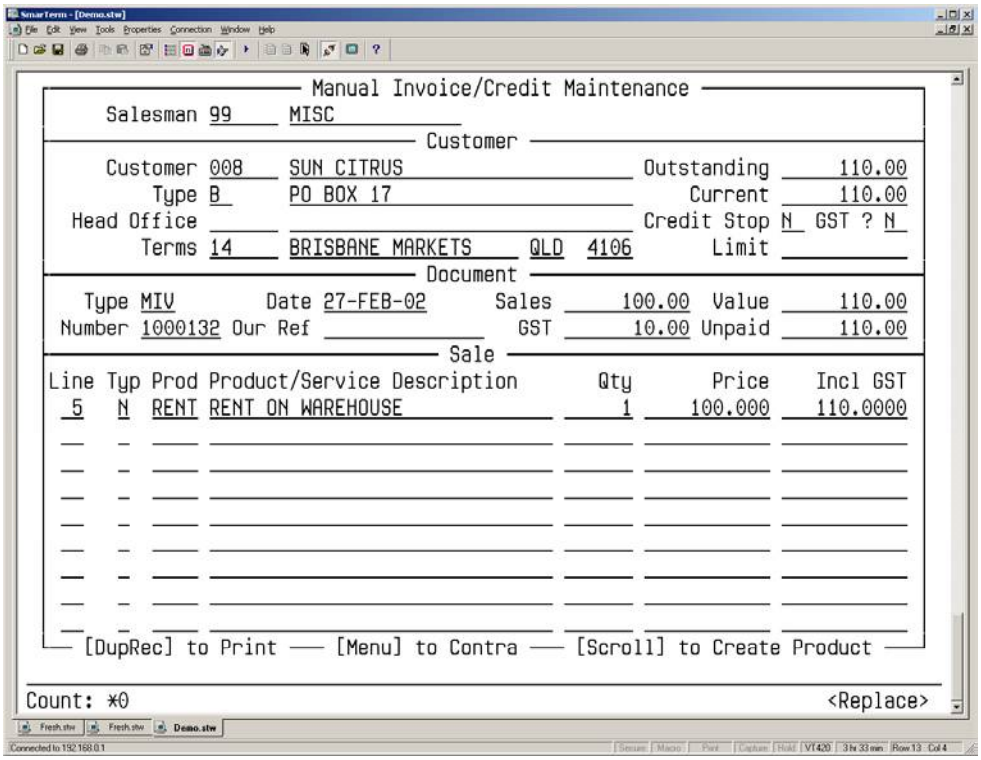
4.1 Customer Manual Non Stock Invoice/Credit

Invoices and credit notes for Customers that relate to non stock goods and services are created and optionally printed using the Customer Manual Non-Stock Invoice/Credit Entry option.

Examples of invoices or credit notes entered in this form are:

- invoices for the on-billing of services (e.g. telephone, electricity)
- writing off Customer Bad Debts

Select the Customer Manual Non-Stock Invoice/Credit entry option from the Accounts Receivable menu and the following screen will be displayed:


Manual Invoice/Credit Maintenance
Salesman 99 MISC
Customer
Customer 008 SUN CITRUS Outstanding 110.00
Type B PO BOX 17 Current 110.00
Head Office Credit Stop N GST ? N
Terms 14 BRISBANE MARKETS QLD 4106 Limit
Document
Type MIV Date 27-FEB-02 Sales 100.00 Value 110.00
Number 1000132 Our Ref GST 10.00 Unpaid 110.00
Sale
Line Typ Prod Product/Service Description Qty Price Incl GST
5 N RENT RENT ON WAREHOUSE 1 100.000 110.0000
[DupRec] to Print [Menu] to Contra [Scroll] to Create Product
Count: *0
<Replace>

4.1.1 To enter a Customer Invoice or Credit Note

Step 1 Enter the salesman code in the salesman field. [ListVal] may be used to assist in the selection of a code. This sale will be credited to the salesman entered in this field and will be included in the salesman reports.

In the Customer block select the customer using the query facilities provided by the LETTUS system. You may enter a value in one or all of the fields in Block 2 and then press [ExeQry] to search for all customer records that match the criteria entered.

If any customers are found the first customer record will be displayed. You should scroll (by using [NxtRec] and [PrvRec]) through the fields until the customer you require is displayed.

Step 2 Press [NxtBlk] to position the cursor in the Document block.

Note that if the Customer was selected by entering the exact customer code, upon pressing [ExeQry] the customer details will be displayed and the system will automatically position the cursor in the document block.

Step 3 In the Document block enter the following fields:

Type Enter the type of the document in this field. Valid entries are: MIV for an invoice or MCR for a Credit Note. Press [NxtFld] to default this field to MIV.

Date The date of the invoice/credit note is entered here. Press [NxtFld] to default this field to the current (today's) date. This field is used to update the general ledger. Where this date is backdated beyond the current period start date as maintained in the Maintain GL Control option (see Menu 8 section for more information) the current period start date is used to update the General Ledger. Where no current period start date is maintained, the year begin date is used (where the date entered is prior to this date).

Doc Num For a computer generated document number press [NxtFld]. Manual document numbers may be entered here however only up to 6 digits may be used.

The value and unallocated fields are updated upon completion of a sale in the next block.

Step 4 **In the Sale Block**

The body or particulars of the invoice are entered in this block. The fields in this block are:

Line This field is used for sequencing on the invoice. Press [NxtFld] to default the first line to 5. Additional lines will default upwards in multiples of five. To print a line between two existing lines manually enter a line number with a value between the two existing lines.

Type Enter the type of this sale. Note that the sale type applies to this line only. Press [ListVal] to view sale types established on the system. Note that N is used for a normal positive price sale line, R is used for a negative price sale line or D for descriptive information/narration with no sale value. Press [NxtFld] to accept the default of N.

Prod Enter the sundry product code that this sale relates to. [ListVal] may be used to assist in the selection of a code.

This sundry product code specifies which general ledger code is to be updated with this sale. Press [Scroll] to create a Sundry Product if no product is currently applicable.

Product/Service Description
The description as established for the code entered in the previous field is displayed here. This may be modified if required. This description is printed on the invoice.

Quantity Enter the quantity as related to this sale line. Note that for an N type sale the quantity must be positive and for an R type sale the quantity must be negative. Alternatively this field may be left blank.

Price Enter the per unit price for this sale line. This must be positive unless the sale type is R and no quantity has been entered.

Upon entering the price the document is given a document number (if computer generated) and the value and unallocated fields are updated. As many sale lines may be entered as required.

4.1.2 To print an Invoice

[DupRec] may be used to print the invoice on the default printer.

4.1.3 To modify a Manual Invoice/Credit Note

Step 1 Select the invoice using the query facilities provided by the LETTUS system. Typically this would be done by calling up the customer and then the invoice (using the customer code and invoice number) and pressing [ExeQry].

Step 2 In the Sale block make the changes as required using [NxtRec] and [PrvRec] to position the cursor on the appropriate sale line.

Step 3 Press [Commit] to save the changes.

Note that the General Ledger will be updated with the modifications using the invoice date. However, where this date is backdated beyond the current period start date as maintained in the Maintain GL Control option (see Menu 8 section 9 for more information) the current period start date is used to update the General ledger. Where no current period start date is maintained, the year begin date is used (where the date entered is prior to this date).

4.1.4 To delete a Manual Invoice/Credit Note

Step 1 Select the invoice using the query facilities provided by the LETTUS system. Typically this would be done by calling up the customer and then the invoice (using the customer code and invoice number) and pressing [ExeQry].

Step 2 In the Sale block remove the Sale lines by using [DelRec].
Step 3 Press [PrvBlk] to position the cursor in the Document block.

Step 4 Press [DelRec] to remove the invoice/credit note details.

Step 5 Press [Commit] to update the database.

Note that the General Ledger will be updated with the deletion transaction using the invoice date. However, where this date is backdated beyond the current period start date as maintained in the Maintain GL Control option (see Menu 8 section for more information) the current period start date is used to update the General ledger. Where no current period start date is maintained, the year begin date is used (where the date entered is prior to this date).

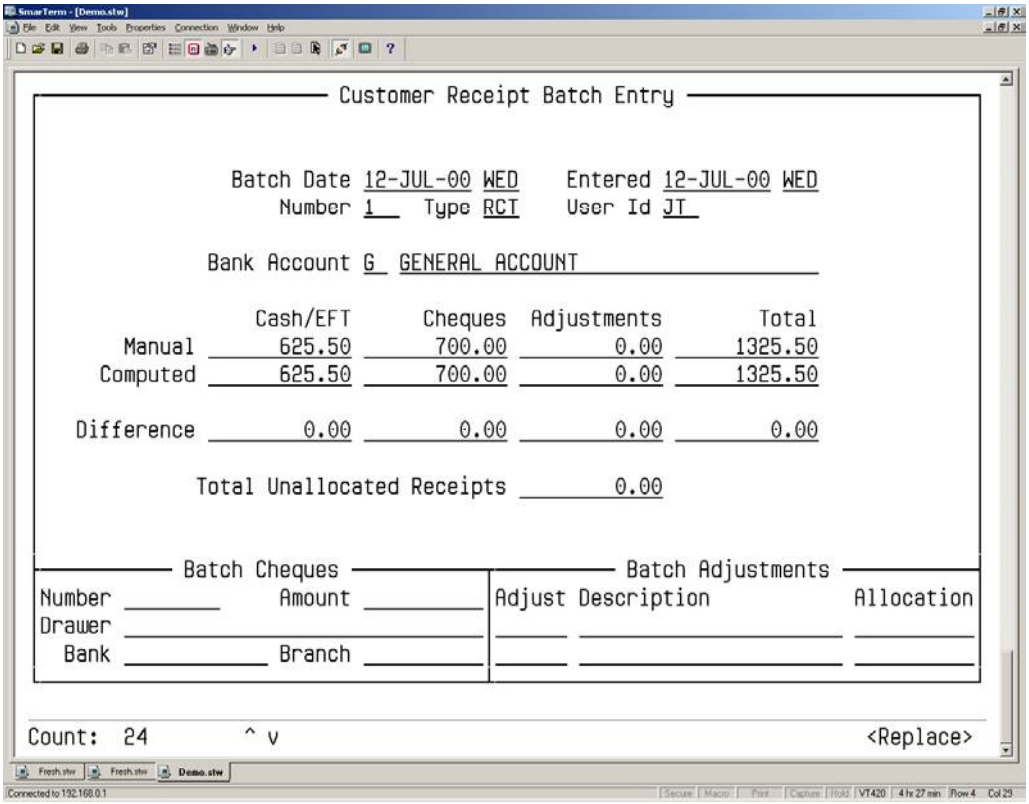
4.2 Customer Receipt Batch Entry

Payments by Customers are entered into LETTUS using the Customer Receipting form.

The concept behind the Customer Receipting form is that all receipts are grouped into a receipt batch. Each batch should represent one banking. There can be as many receipt batches a day as necessary. (Thus, if there are two bankings on a day, there should be two receipt batches).

4.2.1 To enter a Customer Receipt

Step 1 Select the Customer Receipt Batch Entry option for the Accounts Receivable menu and the following screen will be displayed:



Step 2 The following fields on the Customer Receipt Batch header form are to be entered:

Batch Date Enter the date of the batch in this field. Press [NxtFld] to default this field to the current (today's) date. The batch date would typically be the current (today's) date. It is this date which is used to update the general ledger. Where this date is backdated beyond the current period start date as maintained in the Maintain GL Control option (see Menu 8 section for more information) the current period start date is used to update the General ledger. Where no current period start date is maintained, the year begin date is used (where the date entered is prior to this date).

Batch Num The next available batch number for the above batch date will be displayed. The cursor does not enter this field.

Type Enter the type of receipt received. RCT for customer receipt or EFT for customer EFT receipt. This field will default RCT.

User Id Enter your unique user id. This is not validated. Up to 3 characters may be used. Typically the user id would be your initials.

Bank Account Code Enter the Bank Account to be updated with this receipt batch. A batch can only update one bank account. [ListVal] may be used to assist in the selection of a code. Upon entry of a valid code the bank account description will be displayed.

Manual Total:

Cash/EFT Enter the total amount of Cash/EFT to be receipted in this batch. This field is used by the system to check that this amount of cash is receipted against the customers entered in the batch.

Cheque Enter the total amount of cheques to be receipted in this batch. This field is used by the system to check that this amount of cheques are receipted against the customers entered in the batch.

Total The total of the above two field will be displayed here. The cursor does not enter this field.

Computed Total:

Cash The total of the cash receipts entered into this batch will be displayed here after the receipts have been entered. The cursor does not enter this field.

Cheque The total of the cheque receipts entered into this batch will be displayed here after the receipts have been entered. The cursor does not enter this field.

Total The total of the above two fields will be displayed here. The cursor does not enter this field. This value is checked against the manual total above.

Difference:

Cash The Manual Cash total is compared to the Computed Cash Total. If these values do not agree the difference in their values is displayed here. The cursor does not enter this field.

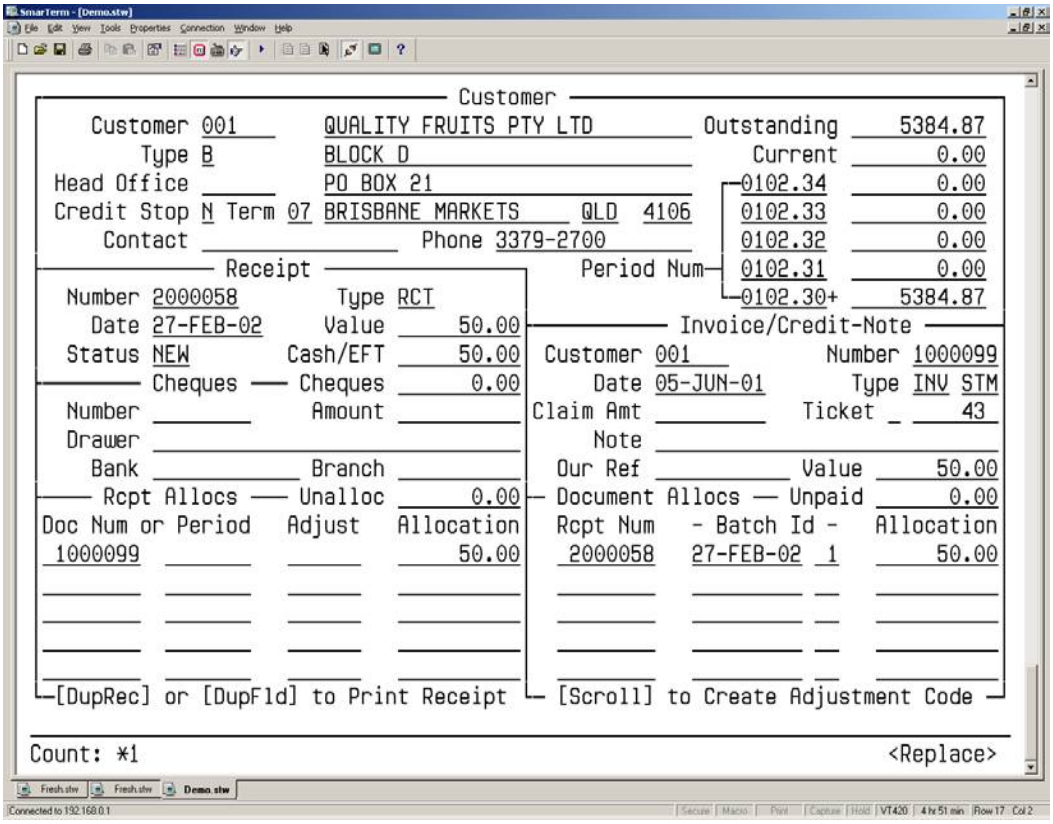
Cheque The Manual Cheque Total and the Computed Cheque Total is compared. Any difference is shown in the field. The cursor does not enter this field.

Total The Manual Total and the Computer Total are compared. If these values do not agree after the receipts have been entered the message "Manual Total <> Computed Total" will be displayed. The cursor does not enter this field.

If an amount has been entered in the manual cheque amount field the cursor will enter the Batch Cheques block. This block is used when you have received one cheque to cover multiple customers. Enter the cheque number, amount, drawer, bank and branch of cheque.

Batch adjustments can be enter in the next block ‘Batch Adjustments’. Press [ListVal] for a full listing of adjustment codes. On entry of a valid Adjustment code the description will be displayed. Enter the amount of adjustment in the amount field.

Step 3 Upon pressing [NxtFld] from the Batch Adjustment block the Customer Receipt Entry form will be displayed:


Customer
Customer 001 QUALITY FRUITS PTY LTD Outstanding 5384.87
Type B BLOCK D Current 0.00
Head Office PO BOX 21 0102.34 0.00
Credit Stop N Term 07 BRISBANE MARKETS QLD 4106 0102.33 0.00
Contact Phone 3379-2700 0102.32 0.00
Receipt Period Num 0102.31 0.00
Number 2000058 Type RCT 0102.30+ 5384.87
Date 27-FEB-02 Value 50.00 Invoice/Credit-Note
Status NEW Cash/EFT 50.00 Customer 001 Number 1000099
Cheques Cheques 0.00 Date 05-JUN-01 Type INV STM
Number Amount Claim Amt Ticket 43
Drawer Note
Bank Branch Our Ref Value 50.00
Rcpt Allocs Unalloc 0.00 Document Allocs Unpaid 0.00
Doc Num or Period Adjust Allocation Rcpt Num - Batch Id - Allocation
1000099 50.00 2000058 27-FEB-02 1 50.00
[DupRec] or [DupFld] to Print Receipt [Scroll] to Create Adjustment Code
Count: *1
<Replace>

This form contains six blocks. These are:

- Customer Information
- Receipt Details
- Cheque Details
- Receipt Allocations
- Invoice/Credit Note Details
- Invoice/Credit Note receipt allocations

Select the Customer whom you wish to enter a receipt for by using the query facilities provided by the LETTUS system.

Typically you would select a customer by entering the Customer Code and pressing [ExeQry]. Scroll through the customer records (using [PrvRec] and [NxtRec]) to display the required customer.

Step 4 Press [NxtBlk] to position the cursor in the receipt block.

Note that if the exact customer code is selected in the above block the cursor will be automatically positioned in the receipt block upon pressing [ExeQry].

Step 5 In the Receipt Block the following fields are to be entered:

Note that the cursor does not enter the Receipt number and Receipt type fields. The type is automatically set to RCT and is not updateable. The receipt number field is updated with the next receipt number upon completion of this block.

Date Enter the receipt date for this Customer's receipt. Press [NxtFld] to default this field to the batch date entered on the Batch Header form. This field is not used to update the General Ledger, however, it does appear on most Customer based reports and screens.

Value Enter the total value of the receipt for this Customer.

Status A receipt can have one of the following status:

NEW - a new receipt entered.
STM - the receipt has been printed on a customer statement.
FIN - the receipt has been fully allocated, has been printed on a customer statement, and is treated as finalised.

Note that when entering a receipt this status will be set to NEW.

Cash/EFT Enter the amount of Cash/EFT (if any) related to this receipt. If no cash is involved press [NxtFld] through this field.

Note that if the Cash/EFT Value equals the receipt value the cursor will bypass the cheque block and be positioned in the receipt allocations block. If these values do not equal the cursor will be positioned in the cheque block.

Step 6 In the Cheque Block the following fields may be entered:

Cheque Number Optionally enter the number of the Customer's cheque.

Cheque Amount Enter the amount of the cheque in this field. Press [NxtFld] to default this field to the receipt value less the Cash/EFT Value (if any) entered in the receipt block.

Drawer Enter the name of the drawer of the cheque. Pressing [NxtFld] will default this field to the Customer Name field.

Bank Optionally enter the Bank name or code in this field.

Branch Optionally enter the Branch name of the Customer's cheque. Note that this field is 20 characters in length, however, only 10 characters are displayed. Press [NxtChar] to scroll through the field.

Step 7 The cursor is automatically positioned in the Receipt Allocations block.
The fields within this block are:

Doc Num The document (invoice or credit note)or ticket number can be entered here. This field is used when allocating a receipt to a specific document or ticket number. For easy of use the leading 1000 digits need not be entered.

Note that where the "combined invoicing" flag in Customer Maintenance is set to N the value entered in this field will first be checked against the ticket number for that customer (or related customers) before checking the document numbers for that customer (or related customers). This feature is most suited to those clients that use the system ticket number as their invoice number.

Where the Head Office feature has been set up the document or ticket number will be checked against the Head Office customer code also. If the Head Office customer code is entered in the top block all customer codes with that Head Office Code will be checked.

Period The period number can be entered here. This field is used when receipting to invoices/credit notes within a specific period.

Adjust If any adjustments are required an adjustment code (Master Charge Code) is entered here. Press [ListVal] for assistance in locating a relevant adjustment code.

Allocation Amount The amount of the allocation to this invoice/credit note is entered here.

There are a number of ways the receipt can be allocated to the invoice/credit note:

A. **By Document Number**
In the Document Number field, enter the invoice number or credit note number, that the receipt is to be allocated to.

If the invoice/credit note number is not known, [ListVal] may be used to list all unpaid invoices and credit notes. On this Customer Transaction Query form the cursor can be positioned (using [NxtRec] and [PrvRec]) on the appropriate document. Press [NxtFld] to bring the document number back to the receipt allocation block.

Note that from the Customer Transaction Query screen [ListVal] may be used to view the sale details for the highlighted document.

Next enter the receipt amount to be allocated to the document. Pressing [NxtFld] on a blank allocation amount field will cause the form to automatically allocate the receipt amount to the document, up to the value that remains unpaid on the document. For example, if the receipt was $100, and the document had $70 unpaid, then pressing [NxtFld] will cause the form to allocate $70 to this document. This can be continued until the receipt is fully allocated.

Note that ticket number can be used in this way where a customer record to maintained with the "combined invoicing" flag set to N.

B. **By Period**
In the PERIOD field, enter the period that the receipt relates to. Next, enter the amount to allocate to the period. Pressing [NxtFld] on a blank allocation amount field will cause the form to allocate the receipt amount to the invoices of this period. (Up to the value that remains unpaid - see example above).

Note that for convenience, the customer balance is aged in to 6 periods - see the top right hand side of the form.

C. **By Oldest Invoice/Credit Note First**
Entering 0 in the PERIOD table will tell the form to apply the receipt to the oldest documents onwards.

Note that only up to the Balance outstanding will be allocated. The receipt will not become ‘over allocated’.

Ensure that the unallocated amount is zero before exiting the form or entering a new receipt.

To enter the next receipt within this batch press [ClrFrm].
After all receipts have been entered press [Exit/Cancel] to return to the batch header screen. The Computed totals will be displayed. These totals are based on the receipts entered in this batch. If the computed total does not match the Manual Total a warning will be given.

4.2.2 Customer Claims

Customer claims can be recorded against an invoice in this option within the Invoice/Credit Note block.

In the Claim amount field enter the amount of the claim and in the Reason field enter a claim reason or narration. Note that the Claim reason field is 80 characters in length although only 38 are displayed.

A report detailing the claims still outstanding can be produced using the Outstanding Customer Claims List option. Once the claims no longer apply it is recommended to remove them.

4.2.3 Dummy Receipts

Now in some cases there may be a credit note and an invoice, but no payment. However, unless they are matched, they will both continue to appear on the customer's statement. To match these documents, a pseudo or 'dummy' receipt is used.
A Dummy Receipt is used to acknowledge that both the Invoice and the Credit Note have been taken up.

Step 1 Ensure that both the credit note and invoice as outlined above have been entered into the system.

Step 2 Select the Customer Receipt Batch Entry option as if receiving payment from a Customer and then enter the Manual Cash and Cheque totals as zero.

Step 3 Select the customer.

Step 4 Enter the receipt value as zero. Note that the receipt type will change to DUM.

Step 5 Allocate the receipt selecting/entering the credit note first and then the invoice.

Ensure that the Unallocated Amount is zero before exiting the form or entering a new receipt.

4.2.4 Head Office Receipting

The situation may arise where the invoices are invoiced at the store level, however, the Customer payment is made from the Head Office. The LETTUS system handles this situation through the use of Head Codes.

To receipt a payment from Head Office enter the batch as normal. On the Customer Receipt Batch Entry screen select the Head Office code in the Customer block and enter the Receipt and Cheque details as explained previously. In the Receipt allocations block enter the Stores' Document numbers to be receipted.

[ListVal] may be used to select the document number. Select the individual stores documents by entering the Stores Customer codes whilst the screen is in Query mode and press [ExeQry] to perform the search.

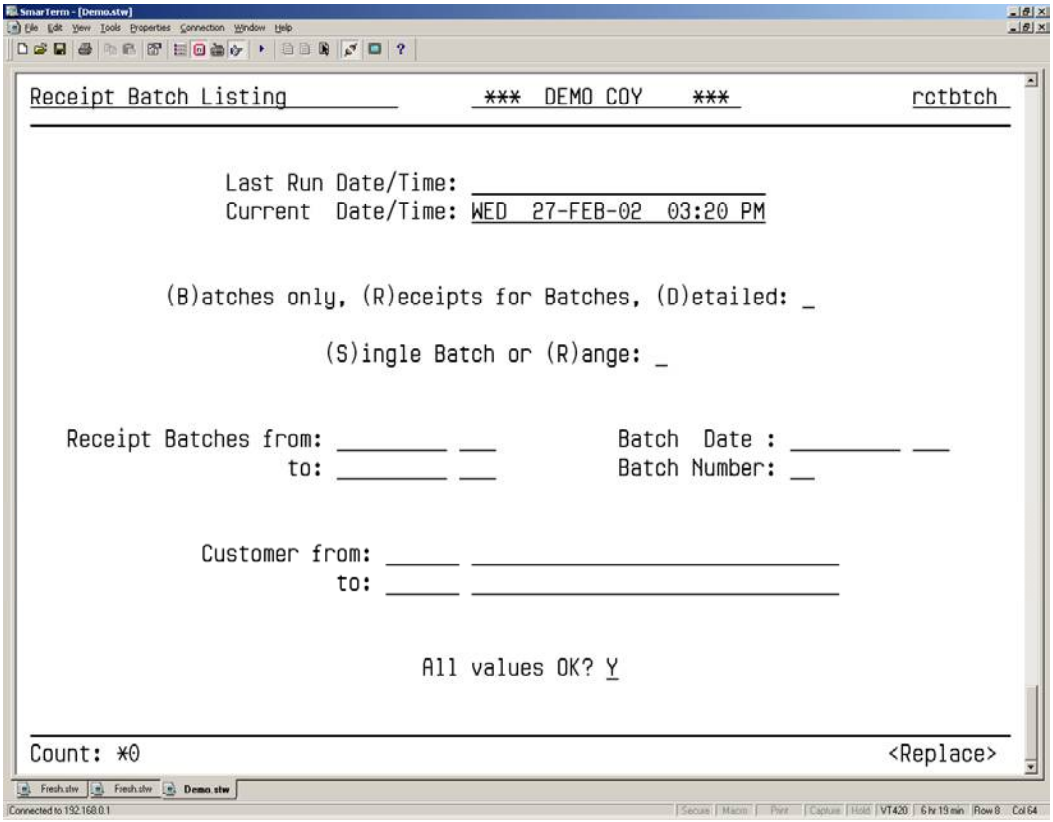
4.3 Customer Receipt Batch Listing

The Customer Receipt Batch Listing is a report that shows customer receipts entered into the computer during a specified date range.

The report shows receipts entered for a batch. Each receipt printed shows receipt number, date, receipt amount. Details of each receipt allocation can also be shown on the report.

The report can be printed for receipt batches that were entered during the specified date range, or a specific batch can be printed.

Select the Customer Receipt Batch Listing option from the Accounts Receivable menu. After selecting the print/display option from the printer selection screen, the following screen will be displayed:



Make your report selection by completing the following fields:

(B)atches (R)eceipts or (D)etailed

Enter the type of information required to be printed on the report. Valid options are:

B for List batches in totals only
R for List receipts in the batch.
D for List receipts including details of the receipt allocations.

(S)ingle Batch or (R)ange

Enter S to print a single batch or R to print a range of batches.

Batches dated From Enter the beginning date of the range of batches to report on. Pressing [NxtFld] will default this field to the current (today's) date. The cursor only enters this field if a range of batches is selected in the above field.

to Enter the ending date of the range of batches to report on. Pressing [NxtFld] will default this field to the current (today's) date. The cursor only enters this field if a range of batches is selected in the above field.

Batch Date Enter the batch date to be reported on. Pressing [NxtFld] will default this field to the current (today's) date. The cursor only enters this field if only a single batch is selected above.

Batch Number If a specific batch/es is to be printed enter the batch number/s in this fields.

Customer Code from Enter the beginning customer code of the range to report on. [ListVal] may be used to assist in the selection of a code. Pressing [NxtFld] will default this field to the first customer code.

to Enter the ending customer code of the range to report on. Pressing [NxtFld] will default this field to the last customer code. If only one customer is required enter the same customer code here as in the customer code from field.

All Values OK? If you need to change any report selection values enter N and press [NxtFld]. If all of the values entered are acceptable then you may accept the default value here by pressing [NxtFld]. The report will now be printed to the device specified in the printer selection form.

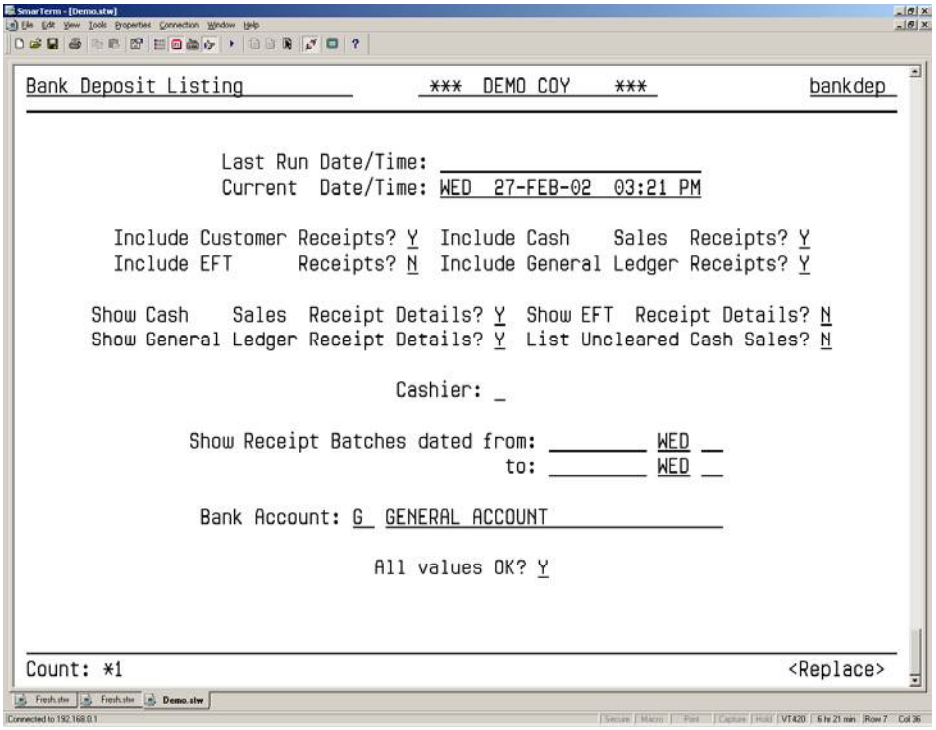
4.4 Bankdeposit List

The Bank Deposit List details the cheques entered plus the total amount of Cash/EFT received in the batch.

This report can be used in place of the duplicate bank deposit slips.

Typically, two copies of the report are produced. One for the Bank to process with the cash and cheques and one for your records.

Select the Bank Deposit List option from the Accounts Receivable menu. After selecting the print/display option from the printer selection screen, the following screen will be displayed:


Bank Deposit Listing *** DEMO COY *** bankdep
Last Run Date/Time:
Current Date/Time: WED 27-FEB-02 03:21 PM
Include Customer Receipts? Y Include Cash Sales Receipts? Y
Include EFT Receipts? N Include General Ledger Receipts? Y
Show Cash Sales Receipt Details? Y Show EFT Receipt Details? N
Show General Ledger Receipt Details? Y List Uncleared Cash Sales? N
Cashier:
Show Receipt Batches dated from: WED
to: WED
Bank Account: G GENERAL ACCOUNT
All values OK? Y
Count: *1
<Replace>

Make your report selection by completing the following fields:

Include Customer Receipts
Enter Y to include customer receipts in the report or N if not required.

Include Cash Sales Receipts
Enter Y to include cash sale receipts in the report or N if not required.

Include EFT Receipts Enter Y to include EFT receipts in the report or N if not required.

Include General Ledger Receipts
Enter Y to include general ledger receipts in the report or N if not required.

Show Cash Receipt Details
Enter Y if cash receipt details are to be listed, N if this is not required.

Show EFT Receipt Details
Enter Y if cash receipt details are to be listed, N if this is not required.

Show General Ledger Receipt Details
Enter Y if GL receipt details are to be listed, N if this is not required.

List Uncleared Cash Sales
Enter Y if uncleared cash sales are to be listed, N if this is not required.

Cashier Enter Cashier code if only cash sale batches for that cashier code are required. Leave blank to include all cashier codes.

Show Receipt Batches dated from
Enter the beginning date of the range of receipt batches to report on. Press [NxtFld] to default this field to the current (today's) date.

Batch No from Enter the beginning batch number of the batch date entered in the previous field to report from. Pressing [NxtFld] will default this field to the first batch on that date.

Receipt Batches dated to
Enter the ending date of the receipt batches to report on. Press [NxtBlk] to default this field to the current (today's) date.

Batch No to Enter the ending batch number of the batch date entered in the previous field to report to. Pressing [NxtFld] will default this field to 99 (which is the highest possible batch number entered on any one day).

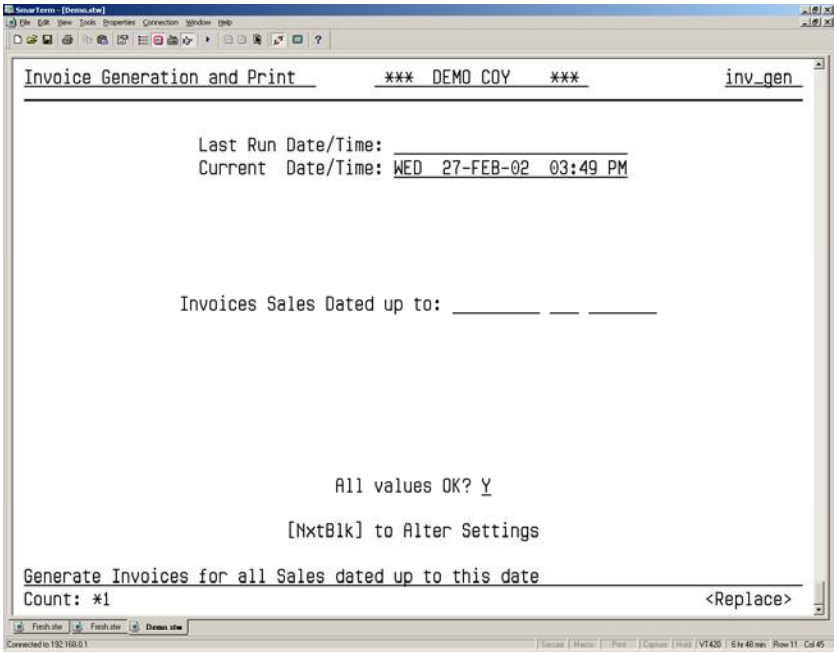
Bank Account Code Enter the Bank Account Code of the batch/es to be reported on. [ListVal] may be used to assist in the selection of a code.

All Values OK? If you need to change any report selection values enter N and press [NxtFld]. If all of the values entered are acceptable then you may accept the default by pressing [NxtFld]. The report will now be printed to the device specified in the printer selection form.

4.5 Invoice/Credit Production

Invoice and credit production will create the transaction record in the customer transactions file, update the amount that the customer now owes the Produce Agent, and where installed, update the general ledger. **Note** the invoice generation program temporarily locks certain files in the system. It is good practice not to allow other people to use any programs related to Accounts Receivable while it is running.

Select the Invoice/Credit Production option from the menu. After selecting the print/display option required from the printer selection screen, the following screen will be displayed:


Invoice Generation and Print *** DEMO COY *** inv_gen
Last Run Date/Time:
Current Date/Time: WED 27-FEB-02 03:49 PM
Invoices Sales Dated up to:
All values OK? Y
[NxtBlk] to Alter Settings
Generate Invoices for all Sales dated up to this date
Count: *1
<Replace>

Make your report selection by completing the following fields:

Date to Show on Invoices

Enter the date that the invoices will be stamped with. Note that the invoice will be dated with this date, and the general ledger will be dated with this date. Only sales up to this date will be included for invoicing. However, this date cannot be backdated beyond the current period start date as maintained in the Maintain GL Control option (see Menu 8 section for more information).

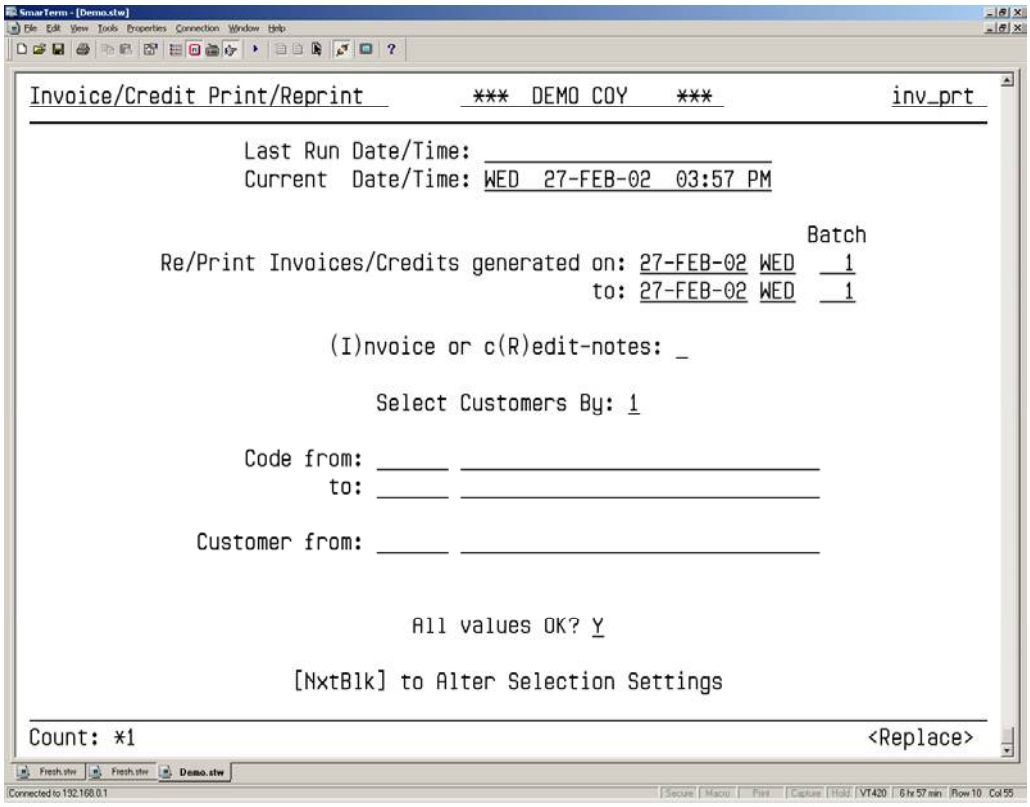
All Values OK? If you need to change any report selection values enter N and press [NxtFld]. If all of the values entered are acceptable then you may accept the default value here by pressing [NxtFld]. The report will now be printed to the device specified in the printer selection form.

At the completion of the generation phases the program then displays the number of invoices and credits generated plus total amounts.

4.6 Invoice/Credit Print/Reprint

This option allows you to print and re-print invoices and/or credits.

Select the Invoice/Credit Print/Reprint option from the menu. After selecting the print/display option required from the printer selection screen, the following screen will be displayed:



Make your report selection by completing the following fields:

Re-print Invoices/Credits generated on
The form displays the date the invoices/credits posted with in the generation phase. Change the date range to include other dates for printing.

Batch on/to Several invoice/credit generations at different dates can be done on one day if required, In this case each invoice/credit generation will be given a batch number. Enter the batch number required to be printed, pressing [NxtFld] will default to all batches in this date range.

(I)nvoice, or c(R)edit notes
Enter I for invoice, R for credit note

Select Customers by You are given the option of printing by (1) Code, (2) Type, (3) Category, and (4) Territory. Enter the option number required.

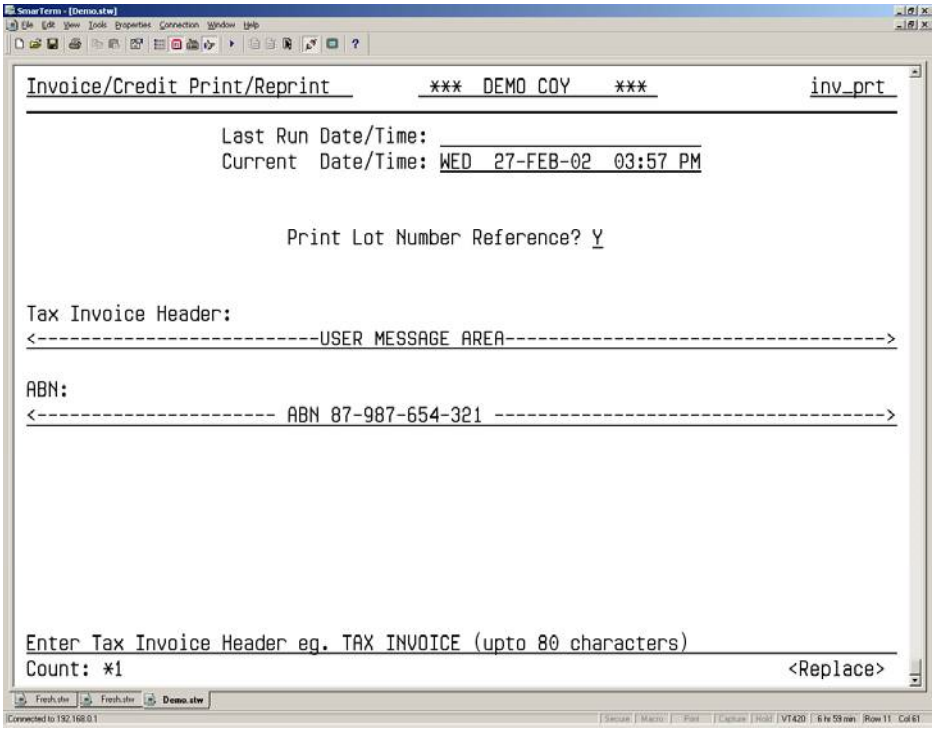
Code from Enter the beginning code for which to print. [ListVal] may be used if the code is not known. Pressing [NxtFld] will default this field to the first code.

to Enter the ending code for which to print. Pressing [NxtFld] will default this field to the last code. If only one code is required, the code to field should have the same value as the code from field.

All Values OK? If you need to change any report selection values enter N and press [NxtFld]. If all of the values entered are acceptable then you may accept the default value here by pressing [NxtFld]. The report will now be printed to the device specified in the printer selection form.

Invoices and credit notes can be reprinted at any subsequent time, regardless of when the documents were originally generated.

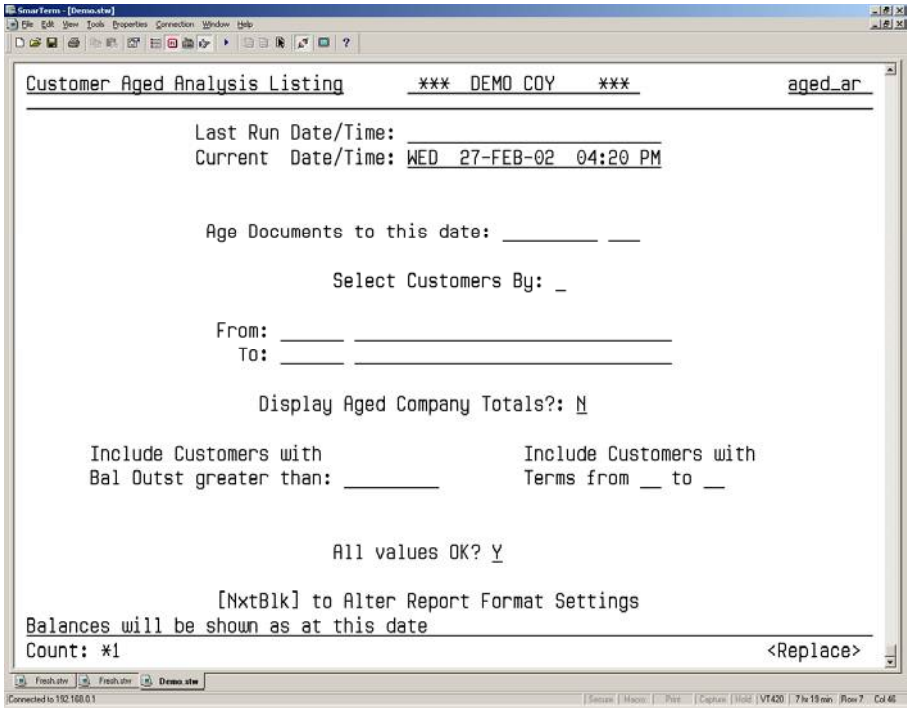
Press [NxtBlk] to alter additional selection settings.



4.7 Aged Debtor Analysis

Constant monitoring of balances owed by customers is a critical component in managing the liquidity of a business. The Aged Debtors Analysis report shows the amount outstanding by each customer. The report can be printed by a range of customer codes or a range of customer types. A range of terms and a minimum outstanding balance can also be specified.

Select the Aged Debtors Analysis option from the Accounts Receivable menu. After selecting the print/display option from the printer selection screen, the following screen will be displayed:


Customer Aged Analysis Listing *** DEMO COY *** aged_ar
Last Run Date/Time:
Current Date/Time: WED 27-FEB-02 04:20 PM
Age Documents to this date:
Select Customers By: _
From:
To:
Display Aged Company Totals?: N
Include Customers with
Bal Outst greater than:
Include Customers with
Terms from __ to __
All values OK? Y
[NxtBlk] to Alter Report Format Settings
Balances will be shown as at this date
Count: *1
<Replace>

Make your report selection by completing the following fields:

The Options

The Aged Debtors Analysis Report has a number of report options which are set and modified as necessary on page 2 of the form. These settings will remain in force until changed.
Press [NxtBlk] to get to page 2.

The fields on Page 2:

Group Customers by Head Office

To group Customer by the Head Office Code enter Y here. If N is entered the customers will appear in Customer code order within their terms.

Include Forward dated Documents

Enter Y here if forward dated documents are to be included in the report. To exclude forward dated documents enter N here. Forward dated documents will appear in the current period column and a note will be made beside the relevant customer to highlight that a forward dated document has been included.

Print blank line between each customer

A blank line can be printed between each customer by entering Y here. This feature can assist in making this report easier to read.

Print Last Receipt And Last Amount

The last receipt date and amount can be optionally printed on the report. To include this information enter Y here, or to exclude it enter N.

Print Contact and Phone 2

The Contact name and alternative phone number may be optionally printed on the report as well. Enter Y here to include this information.

Show Zero Balance Customers

Enter Y or N to show Zero Balance Customers

Print Overdues Only To print overdue documents only enter the overdue age here.

Overdue Age:	1 - BAL_1	4 - BAL_4
	2 - BAL_2	5 - BAL_5 Plus
	3 BAL_3	S – Credit Stopped.

After setting the print options, go to page 1 by pressing [NxtBlk] through the fields or [Exit/Cancel].

Age Documents to this Date

Enter the date which to age the documents up to. Press [NxtFld] to default this field to the current (today's) date.

This date may be backdated if required. Any transactions that occurred after that date will not appear on the report, however, a note will be made to highlight those customers who have transactions after this date. Note that the aged balances on the customers A/c will not be updated if the report is backdated.

Future dates may be used but are only recommended when batch jobs are being used. Note that the current period start date may have an effect of the information provided in this report (see "Maintain GL Control" – Menu 8 section for more information).

Select Customers by You are given the option of printing by (1) Code, (2) Type, (3) Category, and (4) Territory. Enter the option number required.

Code from Enter the beginning code for which to print. [ListVal] may be used if the code is not known. Pressing [NxtFld] will default this field to the first code.

to Enter the ending code for which to print. Pressing [NxtFld] will default this field to the last code. If only one code is required, the code to field should have the same value as the code from field.

Display Aged Company Totals

Enter Y in this field if you want the totals of all aged balances for your company. By entering N here the company totals will not be printed. These totals are aged using the default terms as established in the System Configuration file.

Include Customer with Balance Outstanding is greater than

Where accounts only over a specified amount are to be reported on enter that amount in this field. For example; if only those accounts with a balance outstanding over $1000 are required enter 1000 in this field.

Include Customer with Terms____ to____

To report on accounts with a particular payment terms enter the terms here. For example; if only those accounts with terms of 7 days are to be printed enter 7 in both fields.

All Values OK? If you need to change any report selection values enter N and press [NxtFld]. If all of the values entered are acceptable then you may accept the default value here by pressing [NxtFld]. The report will now be printed to the device specified in the printer selection form.

Note that the balances of the Customer's Account (e.g. Customer Account Query) will only be updated if the date you are ageing up to is the current (today's) date. Only the aged balances for the customer range specified will be updated.

4.8 Statement Production

Statements can be produced for any date range, range of customer codes or customer types, and they are printed on special pre-printed stationery. For details of the required stationery, contact your LETTUS support office.

One statement is printed for those customers that have the same head code. On that statement, transactions are grouped together for each customer.

How the statements are printed depends on a number of configurations:

- the Balance Forward flag in Customer Type Maintenance.
- the Statement Ageing flag in Customer Type Maintenance.
- The Outstanding Only flag in Customer Type Maintenance. The Current Activity flag in Customer Type Maintenance.
- The Print Aged Headings flag in System Configuration.

Statements can be printed in three different "formats". These are Open Item format, Balance Forward format and Document format.

In Open Item format, the Statements will print:
- all outstanding invoices and credit notes
- the document where a receipt has been entered against it. Note that it prints on the next statement but not on any following statements
- any unallocated receipt (i.e. any receipt that it not fully allocated to documents).

In Balance Forward format, the Statements will print:
- a total balance outstanding only for prior weeks transactions
- all invoices and credit notes for the current week
- all receipts for the current week.

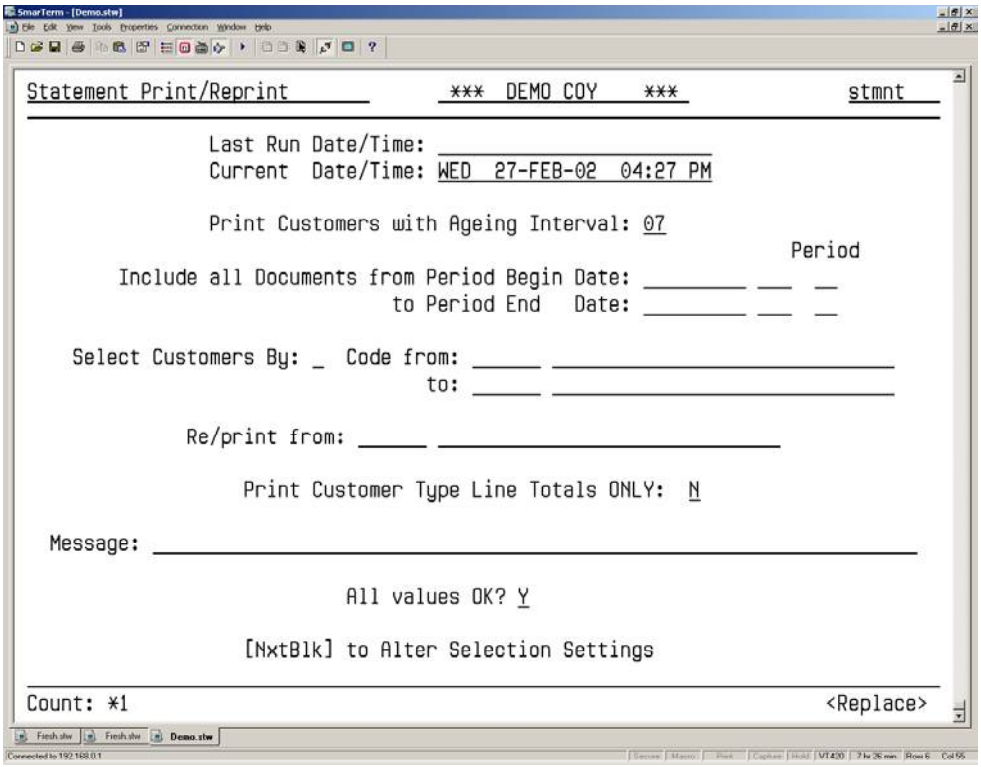
In Document Format, the statements will print:
- all outstanding invoices and credit notes in date order
- all receipts in date order

Note: Receipts do not print a reference of allocation.

Note that where the Balance Forward configuration is set to Y, no insertions, modifications or deletions of Invoices, Credit Notes or Receipts in prior periods are allowed.
Also note that the Aged Balances will still be based on Document Date not the entered date of the document.
However, this is dependant on the above configurations.

Select the Statement Production option from the Accounts Receivable menu. After selecting the print/display option from the printer selection screen, the following screen will be displayed:

Note that the printer is "locked" for your use thus not allowing the printer to accept any jobs until your statement run is complete and the printer is "released".


Statement Print/Reprint *** DEMO COY *** stmnt
Last Run Date/Time:
Current Date/Time: WED 27-FEB-02 04:27 PM
Print Customers with Ageing Interval: 07
Period
Include all Documents from Period Begin Date:
to Period End Date:
Select Customers By: _ Code from:
to:
Re/print from:
Print Customer Type Line Totals ONLY: N
Message:
All values OK? Y
[NxtBlk] to Alter Selection Settings
Count: *1
<Replace>

Make your report selection by completing the following fields:

Print Customer with Ageing Interval

Enter the ageing interval of the customers to be considered for the printing of statements. These intervals are maintained on each customer record.

Include all Documents from period begin date

If documents within a specific date range only are required enter the beginning date of the range here. Note that the cursor does not automatically enter this field. Press [PrvFld] from the End date field to position the cursor on this field. This field will always default to the beginning date of an Period.

to period end date The date to appear on the statement is entered in this field. This date is also used as the basis to calculate all Aged Totals. It is recommended to use the ending date of the period required. Future dates are allowed in this field, however, a warning is given.

Select Customers by Statements can be printed by:

1 - Customer Code
2 - Customer Type
3 - Customer Category
4 - Customer Territory.

Code from Enter the beginning code of the range to report from. The type of the code will depend whether code or type was chosen in the above field. [ListVal] may be used to assist in the selection of a code. Pressing [NxtFld] will default this field to the first code.

to Enter the ending code of the range to report on. The type of code will depend whether type or code was chosen above. Pressing [NxtFld] will default this field to the last code.

Re-print from If statements need to be printed again for any reason (e.g. the printer jammed), the statement run can be printed again to start again from a specific customer code. Enter this customer code here.

Print Customer Type Line Totals ONLY
Print ONLY the Customer Type Strip Totals? (Y/N) This option is only available if option 2 'Customer Type' is selected.

Message A message can be printed at the bottom of each statement by entering the message in this field. Note that this field is 71 characters in length.

Press [NxtBlk] to alter selection settings.

Print Statements for Zero Balance Customers
To print statements for those customer who have a zero balance enter Y here. Enter N here if zero balance statements are not required.

Print Statements for Negative Balance Customers
To print statements for those customers who have a negative balance enter Y here. If negative balance statements are not to be printed enter N here.

Press [Exit/Cancel] to return to the parameter form.

All Values OK? If you need to change any report selection values enter N and press [NxtFld]. If all of the values entered are acceptable then you may accept the default value here by pressing [NxtFld]. The report will now be printed to the device specified in the printer selection form.

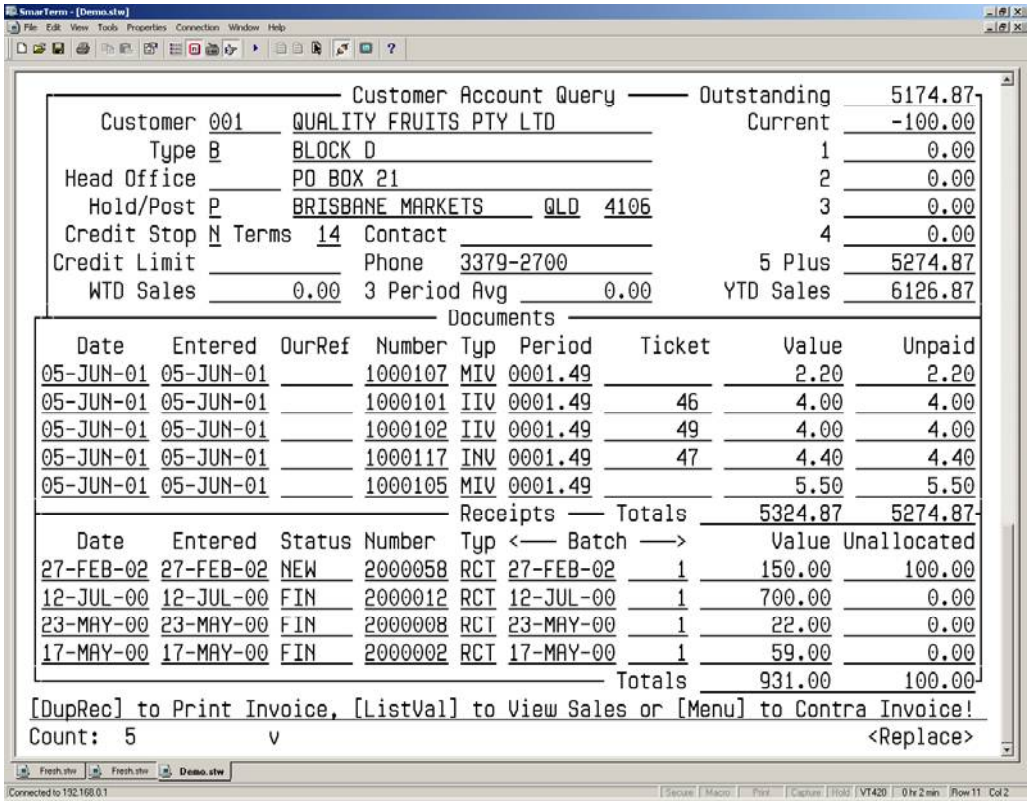
Note that the Aged Balances will only be updated on the Customer's Account if the date you are ageing up to is the current (today's) date or the last day of your AR periods. However, if you run the report as at the current (today's) date, the current date (today) is Friday, and you week ends on Friday, Saturday or Sunday the system will rollover the balances to the next week.

The balances will be updated, provided on the conditions above, regardless of whether you run the report by Customer Code or Customer Type.

4.9 Customer Account Query

Enquiries may be made on Customer accounts using the Customer Account Query option. This form shows Customer invoice and credit note transactions, together with receipts made by the Customer. The form allows for selective query on the Customer transactions e.g. shows all invoices with a document date in January, 1996.

Select the Customer Account Query option from the Accounts Receivable menu and the following screen will be displayed:


Customer Account Query
Outstanding 5174.87
Customer 001 QUALITY FRUITS PTY LTD
Current -100.00
Type B BLOCK D
1 0.00
Head Office PO BOX 21
2 0.00
Hold/Post P BRISBANE MARKETS QLD 4106
3 0.00
Credit Stop N Terms 14 Contact
4 0.00
Credit Limit Phone 3379-2700
5 Plus 5274.87
WTD Sales 0.00 3 Period Avg 0.00
YTD Sales 6126.87
Documents
Date Entered OurRef Number Typ Period Ticket Value Unpaid
05-JUN-01 05-JUN-01 1000107 MIV 0001.49 2.20 2.20
05-JUN-01 05-JUN-01 1000101 IIV 0001.49 46 4.00 4.00
05-JUN-01 05-JUN-01 1000102 IIV 0001.49 49 4.00 4.00
05-JUN-01 05-JUN-01 1000117 INV 0001.49 47 4.40 4.40
05-JUN-01 05-JUN-01 1000105 MIV 0001.49 5.50 5.50
Receipts — Totals 5324.87 5274.87
Date Entered Status Number Typ <— Batch —> Value Unallocated
27-FEB-02 27-FEB-02 NEW 2000058 RCT 27-FEB-02 1 150.00 100.00
12-JUL-00 12-JUL-00 FIN 2000012 RCT 12-JUL-00 1 700.00 0.00
23-MAY-00 23-MAY-00 FIN 2000008 RCT 23-MAY-00 1 22.00 0.00
17-MAY-00 17-MAY-00 FIN 2000002 RCT 17-MAY-00 1 59.00 0.00
Totals 931.00 100.00
[DupRec] to Print Invoice, [ListVal] to View Sales or [Menu] to Contra Invoice!
Count: 5 v
<Replace>

Upon selection the form is available in Query mode. Select the Customer using the query facilities provided by the LETTUS system. The form will find and display the customer record/s that match the selection criteria entered. Scroll (using [PrvRec] and [NxtRec]) through the records until the required customer is displayed. Typically, you would enter the Customer code and press [ExeQry].

Customer Documents will be displayed in the Documents block while the Customer receipts will be displayed in the Receipts block. The forms list the most recent documents and receipts first and back through to the earliest dated documents.

In the Customer Documents Block the following information will be displayed:

Doc date The date of the invoice or credit note is displayed in this field.

Entered date The date that the invoice or credit note was entered/created in the system.

Our Ref Information entered in the 'Our Ref' field is displayed here.

Doc Num The number of the invoice or credit note.

Type The document type.

Period The period number which the document relates to. periods are maintained in the A/R Calendar Maintenance option.

Ticket If this invoice is related to a ticket/order number the number is displayed in this field. Note that this field is used by the Wholesale and Distribution systems only.

Doc Val The amount of the document.

Unpaid Amount The amount of this document that is not yet paid.

[DupRec] may be used to re/print documents.

[ListVal] may be used to view the sales on that document.

In the Receipt Block the following fields are displayed:

Receipt Date The date of the receipt is displayed here.

Entered The date that the receipt was entered into the system is displayed in this field.

Stat The status of the receipt. Valid status are:
NEW - a new receipt
PRT - the receipt has been printed on a statement
FIN - the receipt has been finalised.

Rcpt Number The receipt number which is generated by the system.

Type The type of the receipt. Valid receipt types are RCT and DUM.

Batch Id The batch date and the batch number.

Receipt Value The value of the receipt.

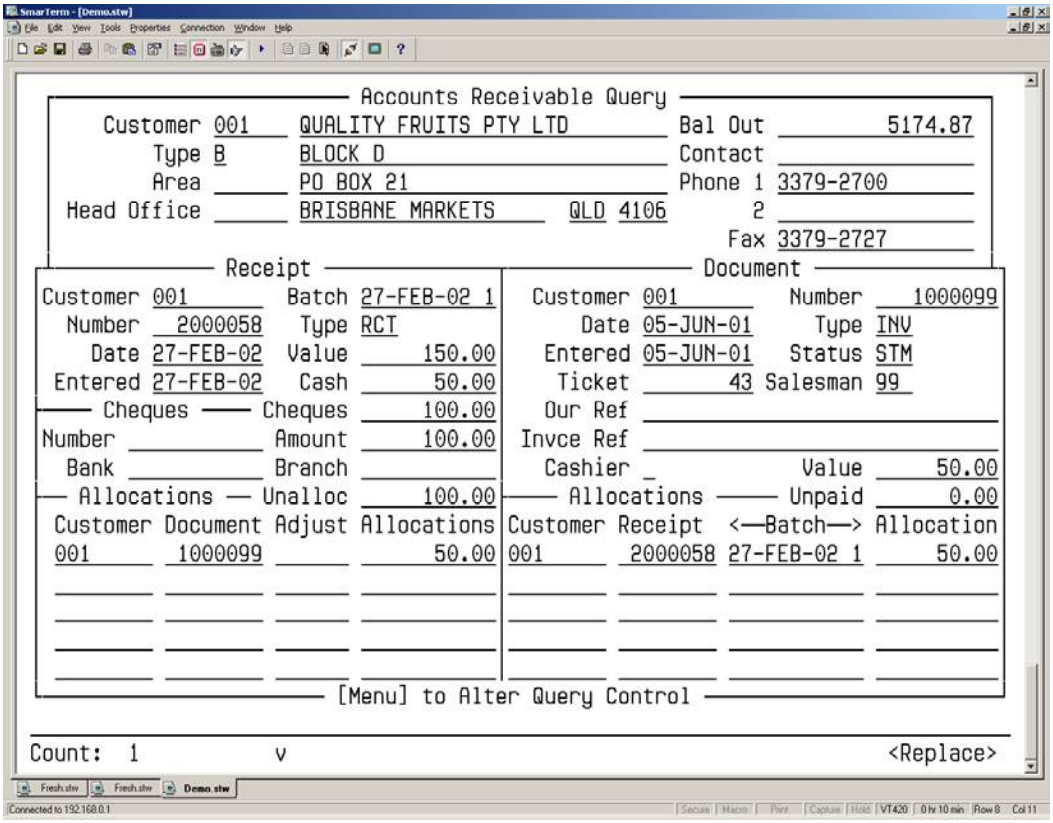
Unallocated Amt The amount of the receipt that is not allocated to documents.

[ListVal] may be used to view the receipt details.

4.10 Accounts Receivable Query

The Accounts Receivable Query form allows for enquiries to be made on receipts, regardless of which customer or receipt batch they were entered in or against. (The Receipt entry form allows enquiries to be made on receipts that were entered, one batch at a time.) Note that General Ledger Receipts (where installed - refer to Menu 8 section for more information) cannot be queried in this form.

Select the Accounts Receivable Query option from the Accounts Receivable menu and the following screen will be displayed:



4.10.1 To perform a Query on Receipt Details

Step 1 Upon entry to the form press [NxtBlk] to position the cursor in the receipt block. Put the block into query mode by pressing [EntQry].

Note that you can also query on the information in the cheque block. To do this, before pressing [EntQry], press [NxtBlk] again to position the cursor in the cheque block, then put the block into query mode.

Step 2 Enter the selection criteria and press [ExeQry] to perform the query.

The details related to this receipt will be displayed. To view the document details allocated to this receipt press [NxtBlk] to the Receipt Allocations block.

4.10.2 To perform a Query on Document Details

Step 1 Upon entry to the form press [NxtBlk] until the cursor is positioned in the Invoice/Credit Note Block. Put the block into query mode by pressing [EntQry].

Note that you can also query on the information in the Sales block. To do this press [NxtBlk] again to position the cursor in this block, then put the block into query mode.

Step 2 Enter the selection criteria and press [ExeQry] to perform the query.

The details related to this document will be displayed. To view the receipt details linked to this document press [NxtBlk] to the Invoice/Credit Allocations Block.

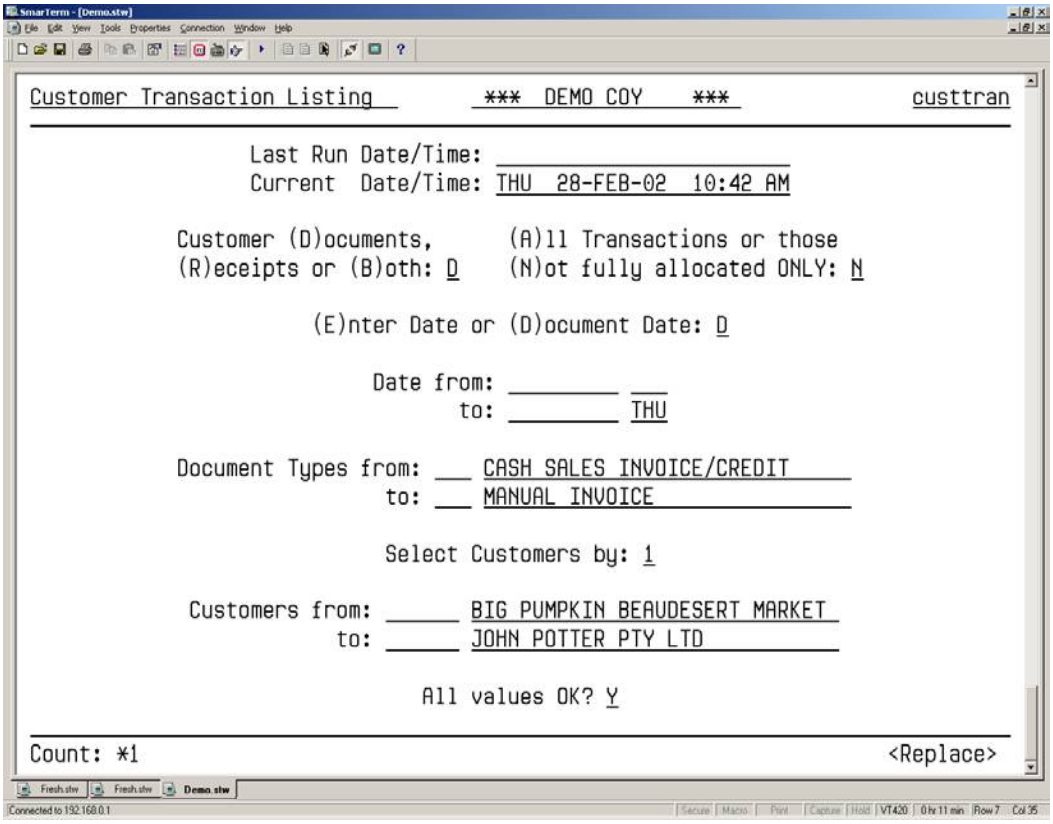
To perform another query:

Another query can be performed easily by pressing the [Menu] key. A prompt will be displayed requesting what type of query you wish to perform. Enter the appropriate number (1 to 3) for the type of query required. The cursor will be placed in the relevant block and be in query mode ready for your query criteria.

4.11 Customer Transaction Listing

The Customer Transaction Listing is a report that lists invoices, credit notes and receipts for a specified date range. The report shows details of each document: The date of the transaction, document number, amount, and the unpaid amount. The report also shows details of each receipt: The date of the receipt, receipt number, amount, and the amount of the receipt not allocated to an invoice/credit note. Any adjustments made to that customers record are printed.

Select the Customer Transaction Listing option from the Accounts Receivable menu. After selecting the print/display option from the printer selection screen, the following screen will be displayed:


Customer Transaction Listing *** DEMO COY *** custtran
Last Run Date/Time:
Current Date/Time: THU 28-FEB-02 10:42 AM
Customer (D)ocuments, (A)ll Transactions or those
(R)eceipts or (B)oth: D (N)ot fully allocated ONLY: N
(E)nter Date or (D)ocument Date: D
Date from:
to: THU
Document Types from: CASH SALES INVOICE/CREDIT
to: MANUAL INVOICE
Select Customers by: 1
Customers from: BIG PUMPKIN BEAUDESERT MARKET
to: JOHN POTTER PTY LTD
All values OK? Y
Count: *1
<Replace>

Make your report selection by completing the following fields:

Customer (D)ocuments (R)eceipts (B)oth

Enter D to list Invoices and Credit Notes only, enter R to list receipts only, or enter B for both documents and receipts.

(A)ll transactions or those (N)ot fully allocated

Enter A to list all transactions entered during a specified date range, or N to list those that are not fully allocated to payments (i.e. not fully paid).

(E)nter Date Range or (D)ocument Date range

Enter E to retrieve documents based on the date entered or D to retrieve documents based on the date of the document.

Date from Enter the beginning date from which to report. Pressing [NxtFld] will default this field to the current (today's) date.

to Enter the ending date of the range to report on. Pressing [NxtFld] will default this field to the current (today's) date.

Document Types from

Enter the beginning code of the range to report from. [ListVal] may be used to assist in the selection of a code. Pressing [NxtFld] will default this field to the first code

Document Types to Enter the ending code of the range to report from. [ListVal] may be used to assist in the selection of a code. Pressing [NxtFld] will default this field to the first code

Select Customers by Transaction can be selected by:

1 - Customer Code
2 - Customer Type
3 - Customer Category
4 - Customer Territory.

Code from Enter the beginning code of the range to report from. The type of the code will depend whether code or type was chosen in the above field. [ListVal] may be used to assist in the selection of a code. Pressing [NxtFld] will default this field to the first code.

to Enter the ending code of the range to report on. The type of code will depend whether type or code was chosen above. Pressing [NxtFld] will default this field to the last code.

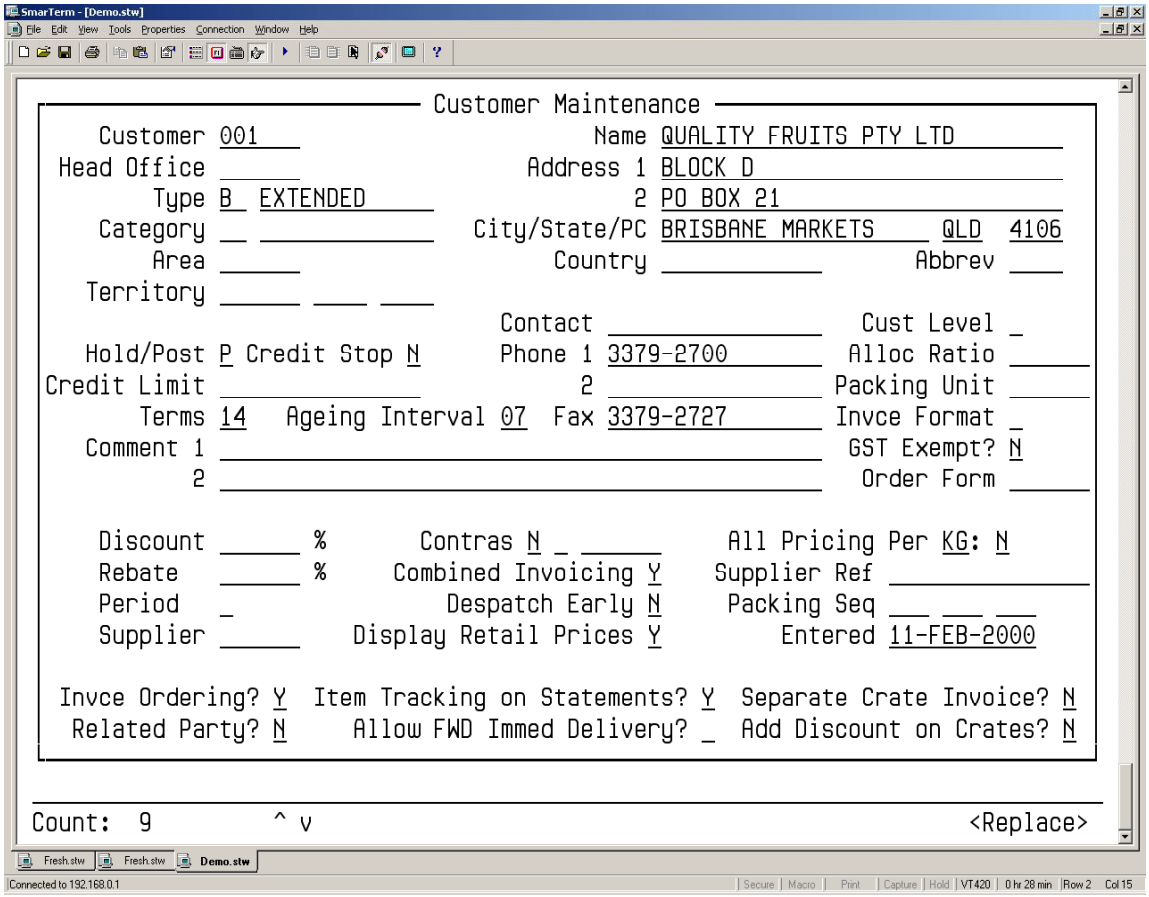
All Values OK? If you need to change any report selection values enter N and press [NxtFld]. If all of the values entered are acceptable then you may accept the default value here by pressing [NxtFld]. The report will now be printed to the device specified in the printer selection form.

4.12 Customer Maintenance

This form is used to establish customer details on this system or to record any changes. Each Customer/Debtor must be entered via this form.

Head Office and Store links may also be made with the use of the Head Code field. This Head Office link is used in Customer Receipt Batch Entry and Statement Production.

Select the Customer Maintenance option from the Accounts Receivable menu and the following screen will be displayed:



4.12.1 Entering a New Customer

Ensure that the form is in Enter mode and complete the following fields:

Customer Code Enter a unique Customer code. Up to 6 characters may be used.

Head Office If this customer is a Head Office or is to be linked to a Head Office enter the Customer code of the Head Office here.

Note that when setting up the Head Office customer records the customer code is also to be entered in the Head Office field.

Customer Type Enter the type of the customer. [ListVal] may be used to assist in the selection of a code. Upon entry of a valid type the description will be displayed.

Category Code Enter the category code of this customer. [ListVal] may be used to assist in the selection of a category code. This field is optional.

Area Enter the Area for this customer. [ListVal] may be used to assist in the selection of an area code. This field is optional.

Territory Enter the territory code for this Customer. This field is used for the Distribution system only and is optional. [ListVal] may be used to assist in the selection of a code.

Customer Name Enter the customer name in this field. Up to 30 characters may be used. This field is to be entered as it is to appear on the envelope and pre-printed stationery.

Address 1 The first line of the address is entered in this field. This is usually the street or Post Office Box details.

Address 2 An alternative address or more information may be entered here.

City/State/PC City, State or Postcode of the customer's address is entered here.

Country This field is optional and is usually only used for international customers.

Hold/Post Indicate whether correspondence e.g. invoices, statements are to be (P)osted or (H)eld for pickup. This is a narration field only i.e. it is not used for processing by the system.

Credit Stop Enter Y here if further credit is to be stopped or enter N here to continue the credit. If Y is entered in this field a message will be displayed and the system will not allow any invoices/sales to be entered against this customer.

Credit Limit Enter the credit limit of this customers account if applicable. A warning will be produced when a sale is entered against a customer who had already exceeded the credit limit.

Terms Enter the number of days by which an invoice must be paid. These terms can be printed on invoices and statements.

Ageing Interval Enter the number of days by which to age the balance outstanding for this Customer.

For example a customer who you expect an invoice to be paid within 7 days but don't want the invoice to be aged from the Current Period to Balance 1 until after 14 days, you would set the Customer up with terms of 7 days and an ageing interval of 14 days.

Contact Enter the contact name for this Customer. Up to 20 characters may be entered, however, only 16 characters are displayed.

Phone 1 Enter the main contact phone number for this customer. It si recommended that a standard be established and maintained for the format of phone and fax numbers. Up to 16 characters may be used.

Phone 2 Optionally enter an alternative phone number.

Fax Enter the Customer's fax number.

Comment 1 Any comments relevant to this Customer may be entered here. This comment does not appear on any documentation normally produced for the customer (e.g. Invoices, statements). Up to 45 characters may be used.

Comment 2 Other relevant comments may be entered here.

Customer Level Enter the Forced Allocations level for this Customer. Note that 1 is the highest level and 9 is the lowest level. This field is used by the Distribution system only.

Allocation Ratio Enter the product Forced Allocation ratio for this Customer. This ratio determines the quantity of the Forced Allocations to be allocated to this Customer.

For example, if Customer ABC has a ratio of 50 and Customer 123 has a ratio of 100, Customer 123 would be allocated twice as much as Customer ABC. This field is used by the Distribution system only.

Packing Unit Optionally enter a Packing Unit for this Customer. This field is used by the Distribution system only.

Invoice Format Enter the Distribution Invoice format to be used in this field. Valid options are:

R - Cost/(R)etail Unit,
L - Landed or
N - No Cost.

GST Exempt Enter (Y)es if this Customer is Exempt from paying GST otherwise (N)o

Discount Where a predetermined discount off all invoice applies enter the percentage here

Rebate Where a rebate applies enter the predetermined rebate percentage in this field

Period Enter the rebate period in this field. Valid periods are (M)onthly, (Q)uarterly, (H)alf Yearly or (Y)early.

Supplier Enter the associated Supplier code for this rebate. [ListVal] may be used to assist in the selection of a code.

Contra Supplier If this customer's sales are to be contraed against a Supplier's Account enter the Supplier code here.

Combined Invoicing Enter N here to create a separate invoice for each sales ticket, while entering Y here will create one ticket for all invoices in that generation run. If N is entered in this field the ticket number will be printed on the Customer's Statement also. This field is used by the Wholesale System only.

Despatch Early Entering Y here implies an early despatch. This field is applicable to the Distribution system only.

Display Retail Prices Enter Y if Retail Prices are to be displayed on the Customer's Invoice. This field is applicable to the Distribution system only.

Supplier Ref If you have a Supplier number or reference for this Customer enter the number in this field. This reference will be printed on any immediate invoices or credit notes printed in the Sale by Customer option.

Packing Seq This option is used with the Distribution Systems only.

Entered The current (today's) date will be displayed in this field. It represents the date that the Customer record was entered into the system. The cursor does not enter this field.

Invoice Ordering Enter N here will sequence the invoices in the order they were entered in the Order Entry option. Entering Y here will sequence the invoice in Invoice number order. This field is used by the Distribution system only.

Related Party Enter (Y)es if the customer is related to this company otherwise (N)o

Item Tracking on Statements
Enter (Y)es to Print Item Tracking Details on Statements otherwise (N)o

Allow FWD Immed Delivery
Enter Y here if forward dated immediate delivery dockets are allowed. If forward dating is not to be allowed leave this field blank. This field is used by the Manufacturing system only.

Separate Crate Invoice
Enter (Y)es implies Crates are invoiced separately from produce otherwise (N)o

Add Discount on Crates
Enter (Y)es if Crate Cost includes adjustment for discount otherwise (N)o

Press [Commit] to save the record to the database.

4.12.2 To modify a Customer Record

Step 1 Select the Customer using the query facilities provided by the LETTUS system i.e. put the form into query mode, enter the selection criteria (e.g. Customer code) and press [ExeQry].

Step 2 Scroll (using [NxtRec] and [PrvRec]) through the records retrieved until the customer you wish to modify is displayed.

Step 3 Make the changes required and press [Commit] to save the changes.

4.12.3 To Delete a Customer Record

Step 1 Select the Customer using the query facilities provided by the LETTUS system i.e. put the form into query mode, enter the selection criteria (e.g. Customer code) and press [ExeQry].

Step 2 Scroll (using [NxtRec] and [PrvRec]) through the records retrieved until the customer you wish to delete is displayed.

Step 3 Press [DelRec] to remove the record from the database.

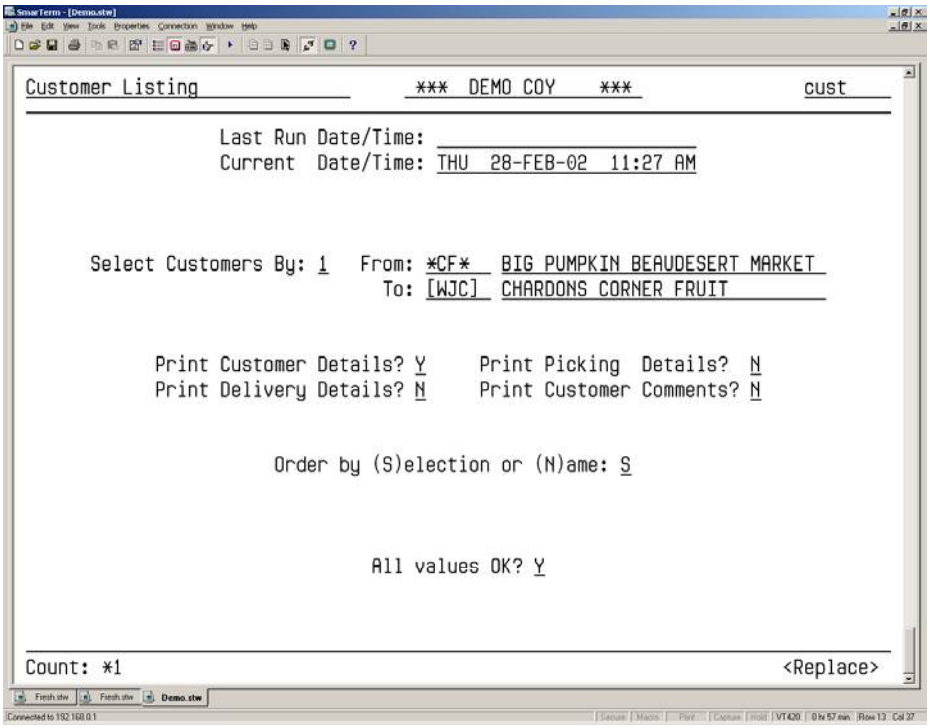
4.12.4 To Combine Customer Records

Two customer records can be combined into one by changing the customer code of one record to the customer code of the other record. There will then be two duplicate records, one of which should be removed. Note that once customers have been combined using this method they cannot be separated again.

4.13 Customer List

The Customer List is a report that list information on the customer name and address, contact name and numbers as established in the Customer Maintenance option.

Select the Customer List option from the Accounts Receivable menu. After selecting your print/display option from the printer selection screen, the following screen will be displayed:


Customer Listing *** DEMO COY *** cust
Last Run Date/Time:
Current Date/Time: THU 28-FEB-02 11:27 AM
Select Customers By: 1 From: *CF* BIG PUMPKIN BEAUDESERT MARKET
To: [WJC] CHARDONS CORNER FRUIT
Print Customer Details? Y Print Picking Details? N
Print Delivery Details? N Print Customer Comments? N
Order by (S)election or (N)ame: S
All values OK? Y
Count: *1
<Replace>

Make your report selection by completing the following fields:

Select Customers by The customer range to be included on the list can be selected by customer code, type, category or territory. Enter one of the following:

1 - Code
2 - Type
3 - Category
4 - Territory.

Code from Enter the beginning code of the range to report on. [ListVal] may be used to assist in the selection of a code. The type of code will depend on the value entered in the previous field. Pressing [NxtFld] will default this field to the first code.

to Enter the ending code of the range to report on. The type of code depends of the value entered above. Pressing [NxtFld] will default this field to the last code.

Print Customer Details

Enter Y here if more Customer details such as address and terms are required. If these details are not required enter N here.

Print Delivery Details The delivery address information can be included on the report by entering Y here. Note that while delivery details can be maintained for any system, these details are only used for the Distribution and Manufacturing system. The cursor only enters this field if Detail is chosen in the above field.

Print Picking Details Enter Y here if the picking details for each customer is required. If these details are not required enter N here.

Print Customer Comments
If customer comments are required enter Y in this field otherwise enter N here.

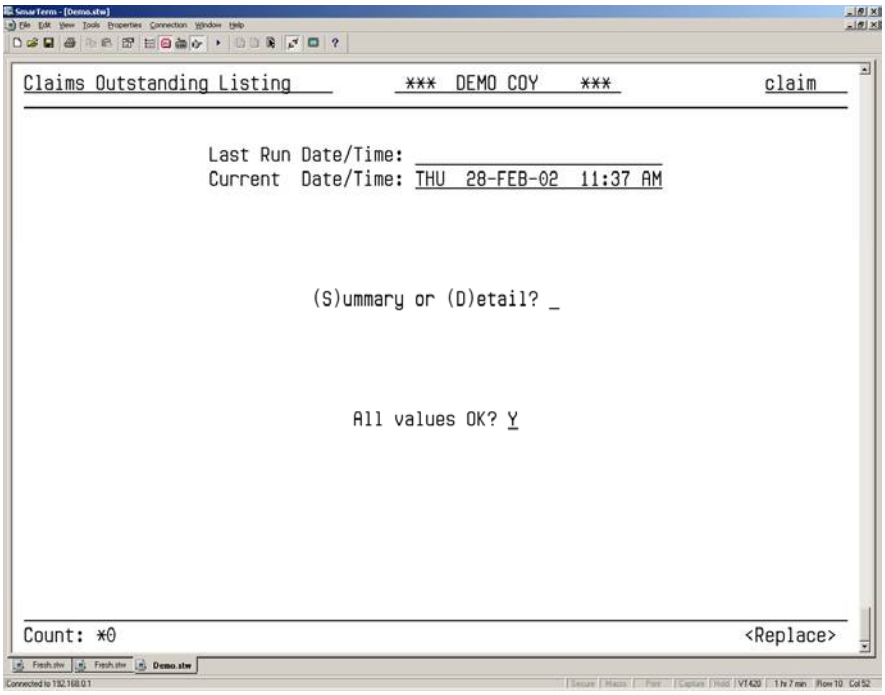
Order by (S)election or (N)ame
The report can be ordered by either name or by the selection entered in the first field. Enter N to order by Customer Name or S to order by the selection criteria.

All Values OK? If you need to change any report selection values enter N and press [NxtFld]. If all of the values entered are acceptable then you may accept the default value here by pressing [NxtFld]. The report will now be printed to the device specified in the printer selection form.

4.14 Customer Claims List

This list details all claims made by customers that have not been completed or dealt with. Customer claims are entered through the Customer Receipt Batch Entry form (in the Invoice/Credit Note block).

Select the Outstanding Claims List option from the Accounts Receivable menu. After selecting the print/display option from the printer selection screen, the following screen will be displayed:


Claims Outstanding Listing *** DEMO COY *** claim
Last Run Date/Time:
Current Date/Time: THU 28-FEB-02 11:37 AM
(S)ummary or (D)etail? _
All values OK? Y
Count: *0
<Replace>

Make your report selection by completing the following fields:

Dept Code from Enter the beginning code of the department code range to report on. [ListVal] may be used to assist in the selection of a code. Pressing [NxtFld] will default this field to the first code.

to Enter the ending code of the department code range to report on. Pressing [NxtFld] will default to the last department code.

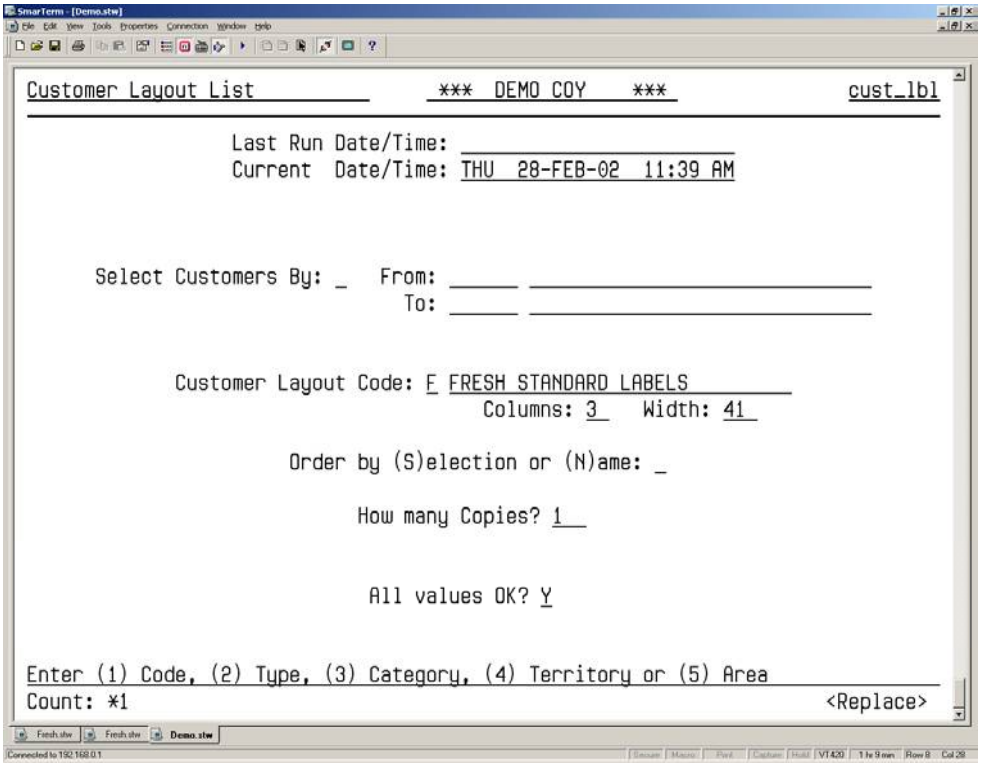
All Values OK? If you need to change any report selection values enter N and press [NxtFld]. If all of the values entered are acceptable then you may accept the default value here by pressing [NxtFld]. The report will now be printed to the device specified in the printer selection form.

4.15 Customer Layout List

The Customer Layout List is designed to print Customer Labels, mail ,merge letters, and general reports as they are set up in stationery layout maintenance in menu 0..

The labels measure 102 mm x 36 mm, with 3 labels across the page. These labels can be used for a number of purposes including advertising material.

Select the Customer Layout List option from the Accounts Receivable menu. After selecting the print/display option from the printer selection screen, the following screen will be displayed:


Customer Layout List *** DEMO COY *** cust_lbl
Last Run Date/Time:
Current Date/Time: THU 28-FEB-02 11:39 AM
Select Customers By: _ From:
To:
Customer Layout Code: F FRESH STANDARD LABELS
Columns: 3 Width: 41
Order by (S)election or (N)ame: _
How many Copies? 1
All values OK? Y
Enter (1) Code, (2) Type, (3) Category, (4) Territory or (5) Area
Count: *1
<Replace>

Make your report selection by completing the following fields:

Select Customers by The customer range to be included on the list can be selected by customer code, type, category or territory. Enter one of the following:

1 - Code
2 - Type
3 - Category
4 - Territory.

Code from Enter the beginning code of the range to report on. [ListVal] may be used to assist in the selection of a code. The type of code will depend on the value entered in the previous field. Pressing [NxtFld] will default this field to the first code.

to Enter the ending code of the range to report on. The type of code depends of the value entered above. Pressing [NxtFld] will default this field to the last code.

Customer Layout Code

Enter the Layout Code for the option you require (Labels, mail merge letter, general report). [ListVal] may be used to assist in the selection of a code

Order By (S)election or (N)ame

Enter (S) if it is to be ordered by the code used above (Select Customer By), or (N) if the if it is to be ordered by the customers name.

How Many Copies? Enter the number of copies you require.

All Values OK? If you need to change any report selection values enter N and press [NxtFld]. If all of the values entered are acceptable then you may accept the default value here by pressing [NxtFld]. The report will now be printed to the device specified in the printer selection form.

4.16 A/R Control Report

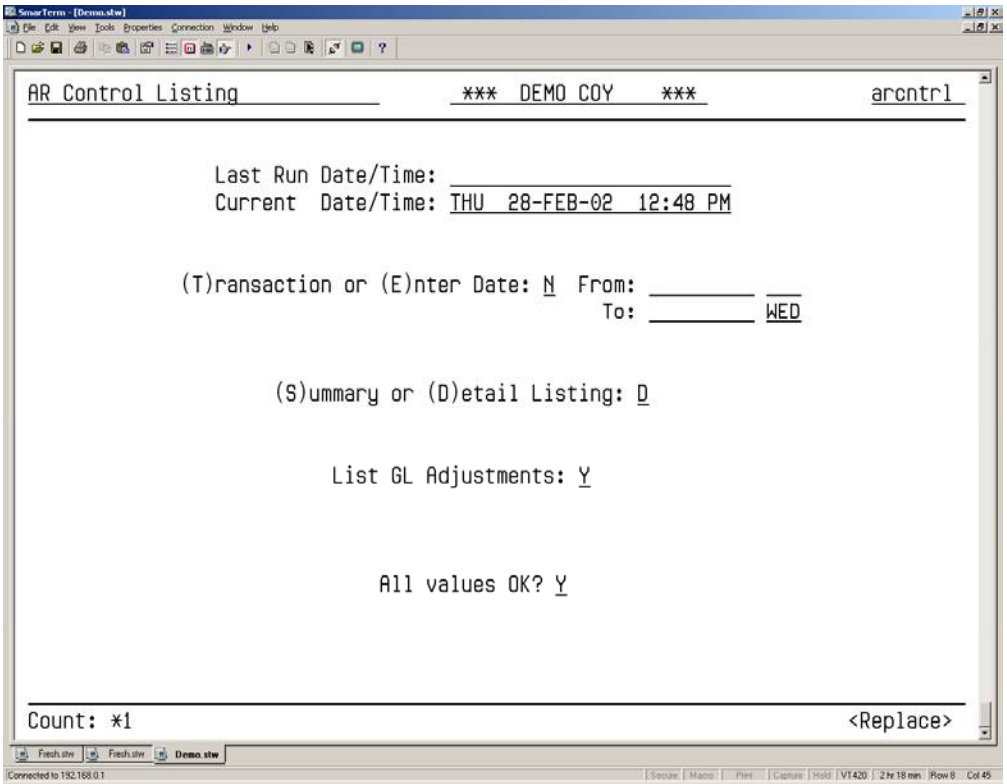
The Accounts Receivable Control Report is an audit trail of activity in the Accounts Receivable module and the resulting entries into the general ledger.

Using this report each entry into the general ledger can be traced back to its point of origin in the accounts receivable module. This report can be used by the Auditors, Accountants, or by tax auditors. It can also be used when entries in the general ledger need to be traced back to their source.

The report is generated and printed on a day by day basis. There is also the option of printing the report in detail, i.e. on a transaction by transaction basis, or the report can be printed in summary form, reporting the activity in total for each transaction type.

Note that the current period start date may have an effect of the information provided in this report (see "Maintain GL Control" – Menu 8 section for more information).

Select the A/R Control Report option from the Accounts Receivable menu. After selecting the print/display option from the printer selection screen, the following screen will be displayed:



Make your report selection by completing the following fields:

(T)ransaction or (E)nter date
Enter the type of date range to be used. Enter (T) to use the transaction date or enter E to use the enter date.

Date from Enter the beginning date of the range to report on. Press [NxtFld] to default this field to the current (today's) date.

to Enter the ending date of the date range to report on. Pressing [NxtFld] will default this date to the current (today's) date.

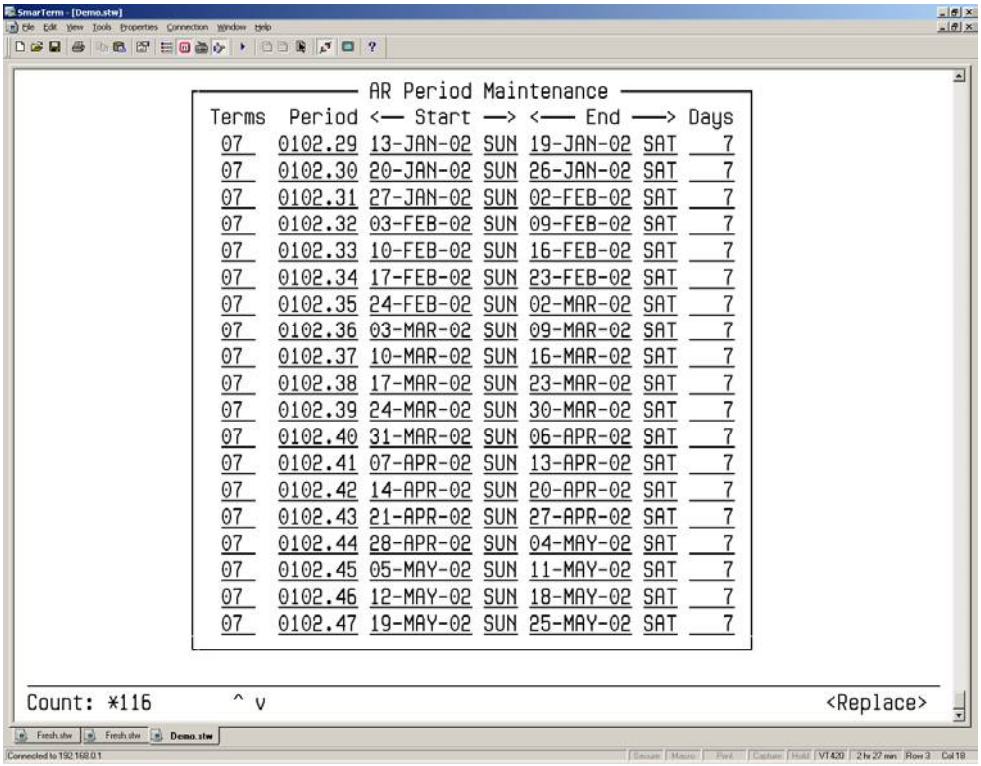
(S)ummary or (D)etail Listing
Enter (D) to print the report on detail i.e. transaction by transaction or enter (S) to only print the activity total for each transaction type.

List GL Adjustments Enter Y here to print the resulting adjustments to the General Ledger or enter N if these adjustments are not required to be printed.

All Values OK? If you need to change any report selection values enter N and press [NxtFld]. If all of the values entered are acceptable then you may accept the default value here by pressing [NxtFld]. The report will now be printed to the device specified in the printer selection form.

4.17 A/R Calendar Maintenance

The Accounts Receivable Calendar defines each period start and end dates. It is used by most of the accounts receivable programs, especially the invoice generation, statement print, and aged debtors analysis. It is essential that the calendar is set up before the commencement of each year.



Steps to maintaining the Accounts Receivable Calendar Maintenance form:

Step 1 Upon entry the form will display the earliest periods on the system. Use [NxtSet] to display more recent entries. To enter a new year, press [ClrFrm] to clear the form, then enter the new year.

Step 2 Complete the following fields:

Terms A separate calendar is required for each of the ageing intervals established. The terms offered to customers are set for each customer in the Terms Maintenance option. Terms offered can range from 1 to 99 days; typical examples are 7, 14, 21, 30 days etc.

Period Num Enter the period number. The format is FINANCIAL YEAR.PERIOD NUMBER, for example in a 52 week period (year) and the Year was 2001, then the first week in July 2001 would be 0102.01 (2001/2002.01), the second would be 0102.02 and so on.

Period Start Enter the Period Start date.

Period End Enter the Period end date.

Interval The computer will automatically calculate the number of days between the period start and end date and will display the start and end day of the week. The cursor does not enter these fields.

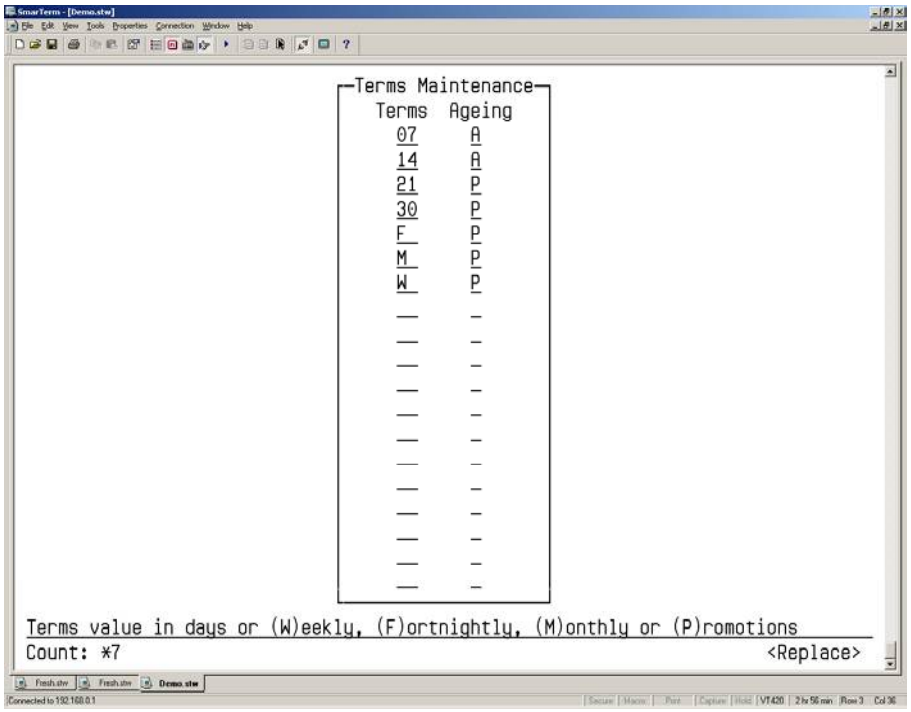
After entering the first entry, pressing [NxtFld] or [Enter] through each field the system will automatically calculate the next period number, next period start date, and next period end date. When satisfied the calendar is correctly set up, press [Commit] to save the changes to the database.

Periods may be modified or deleted. To modify a period, select the period, make the require changes and press [Commit]. Note that the periods can not cross each other. Changes to periods can affect Sales Statistics. To delete a period, select the period and press [DelRec].

4.18 Terms Maintenance

The Terms Maintenance option is used to establish Customer Terms on the system. It indicates whether each period is to be aged by (P)eriods as set up in the Accounts Receivable Period Table (A/R Calendar Maintenance), or by the (A)ctual number of days indicated by the Terms value.

Select the Terms Maintenance option from the Accounts Receivable menu and the following screen will be displayed:



To set up new terms enter the following fields:

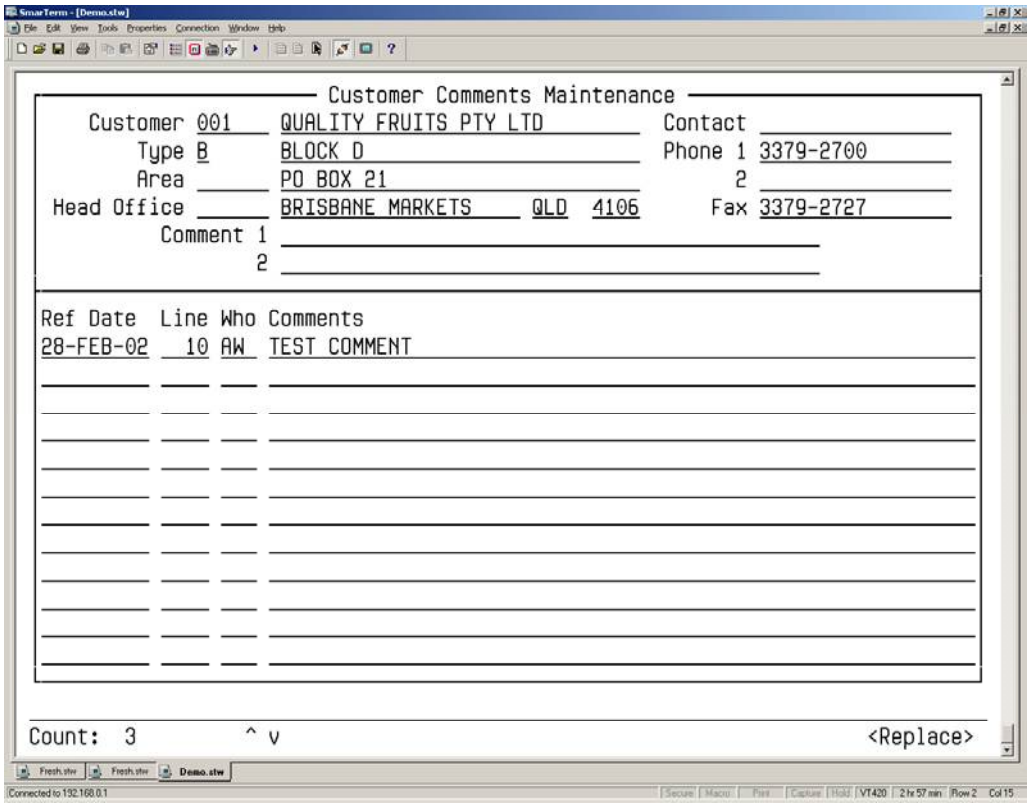
Terms Enter the terms to be used. This may be entered in the number of days or (W)eekly, (F)ortnightly or (M)onthly.

Ageing Enter the ageing basis. Valid options are by Period or Actual. Period ageing is where a purchase is not due until the end of the next period while Actual is calculated using the document (invoice) date plus the terms to reach the due date.

4.19 Customer Comments

Comments and notes, in the form of diary notations can be recorded for each customer. These comments are not displayed on any documentation normally supplied to the Customer e.g. Invoices and Statements. A report listing these comments is available through the Customer Information List option.

Select the Customer Comments option from the Accounts Receivable menu and the following screen will be displayed:


Customer Comments Maintenance
Customer 001 QUALITY FRUITS PTY LTD Contact
Type B BLOCK D Phone 1 3379-2700
Area PO BOX 21 2
Head Office BRISBANE MARKETS QLD 4106 Fax 3379-2727
Comment 1
2
Ref Date Line Who Comments
28-FEB-02 10 AW TEST COMMENT
Count: 3
^ v
<Replace>

This forms contains two blocks. Block one allows the user to retrieve/display the customer record while Block 2 allows the user to enter comments against the customer displayed in the first block.

To enter Comments against a Customer

Step 1 Select the Customer using the query facilities provided by the LETTUS system. Note that upon entry the form is in Query mode. Typically you would enter the Customer code and press [ExeQry].

Step 2 Press [NxtBlk] to position the cursor in the bottom block.

Step 3 Enter the following fields in the Comments block:

Ref Date Enter the date that the entry relates to. Press [NxtFld] to default this field to the current (today's) date.

Reference Enter the initials of the person whom is responsible for the entry.

Number Each entry is sequenced by a number, the number is automatically incremented by the form in multiples of 10. The numbers are used to sequence the list of entries.

Comment Enter up to 78 characters of comments, note however, only 56 will be displayed. Scroll (using [NxtChar] and [PrvChar]) through the field to view the comment.

Step 4 Press [Commit] to save the changes to the database.

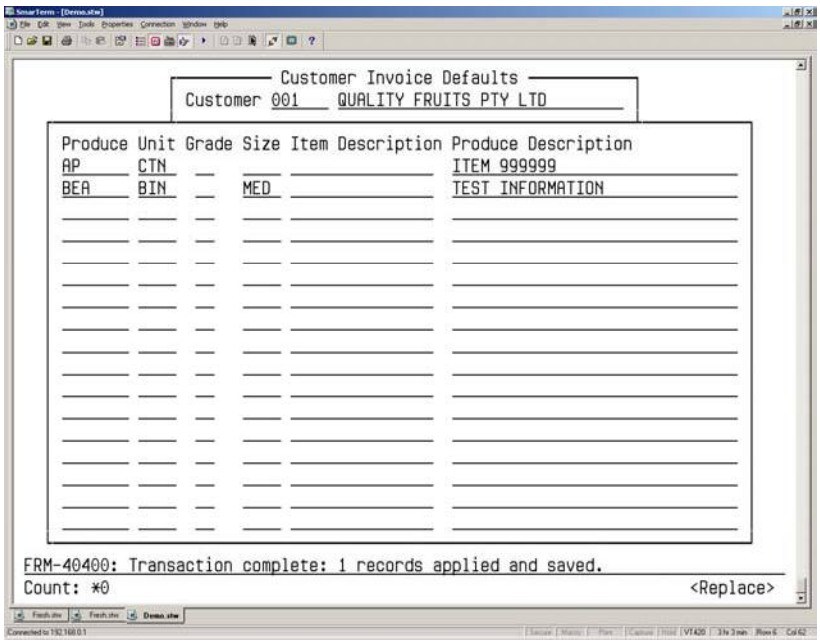
To **modify** the comments of a Customer select the Customer in the Customer Block. In the Comment block select the comments to be changed, make the required changes and press [Commit] to save these changes to the database.

To **delete** Customer comments select the Customer in the Customer block. In the Comment block select the comments to be deleted and press [DelRec] to remove the record.

4.20 Customer Invoice Defaults

This option provides a means of handling Customer's special invoice requirements e.g. if they require their product code to be printed on the invoice. Once this option has been set up all immediate invoices for these customers maintained will print the established information where the Sales Entry by Customer option is used.

To set up Invoice Default Descriptions for a Customer select the Customer Invoice Defaults option from the Accounts Receivable menu and the following screen will be displayed:


Customer Invoice Defaults
Customer 001 QUALITY FRUITS PTY LTD
Produce Unit Grade Size Item Description Produce Description
AP CTN ITEM 999999
BEA BIN MED TEST INFORMATION
FRM-40400: Transaction complete: 1 records applied and saved.
Count: *0
<Replace>

Enter the following fields as required:

In the Customer block

Customer Code Enter the customer code for whom this default description is to relate to. [ListVal] may be used to assist in the selection of a code. Upon entry of a valid code the customer name will be displayed.

In the Produce block

Produce Enter the produce code that the following default is to apply to. [ListVal] may be used to assist in the selection of a code.

Unit Enter the unit code of the produce for this default description. [ListVal] may be used to assist in the selection of a code. Note that this combination of Produce and Unit must exist in the Produce Maintenance option.

Grade Enter the grade of the produce if applicable. This field is optional.

Size Enter the size of the produce if applicable. This field is also optional. [ListVal] may be used to assist in the selection of a size for this produce.

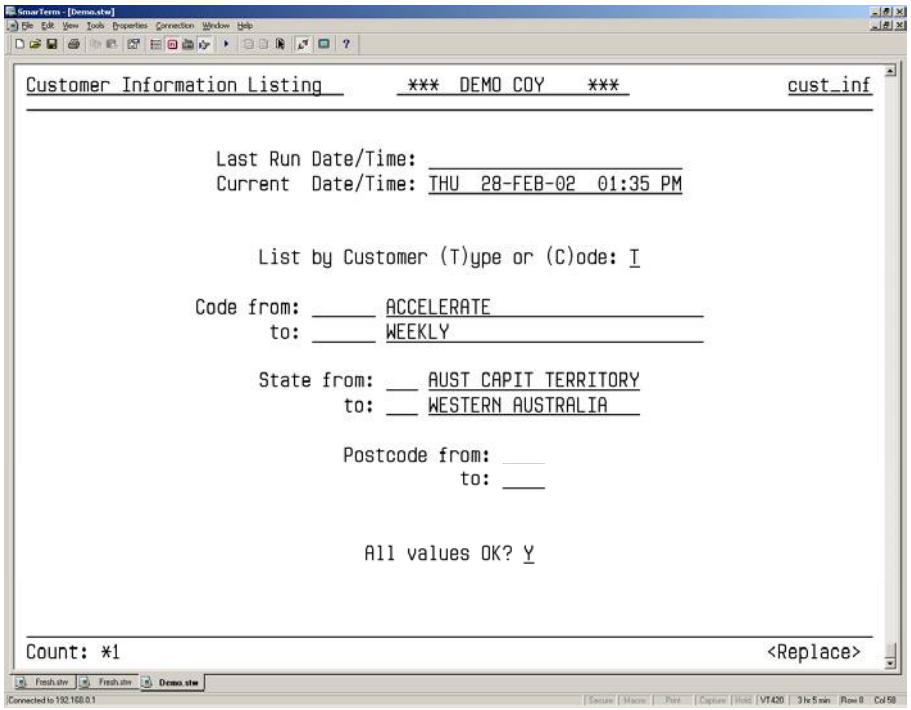
Description Enter the invoice default description. Up to 30 characters may be used. This is a free format field.

Note that the same combination of Produce, Unit and Grade or Size may only be entered once for each Customer.

4.21 Customer Information List

The Customer Information List will list all the information entered in the Customer Comments form. The report can list a range of Customer codes, State codes or Post Codes.

Select the Customer Information List option from the Accounts Receivable menu. After selecting the print/display option from the printer selection screen, the following screen will be displayed:



Make your report selection by completing the following fields:

List By Customer (T)ype or Customer (C)ode
The report can be listed by Customer Type or Customer Code. Enter (T) to order the report by Customer type or (C) to order the report by Customer Code.

Code From Enter the beginning code of the range to report on. [ListVal] may be used to assist in the selection of a code. The type of code will depend on the value entered in the previous field. Pressing [NxtFld] will default this field to the first code.

Code to Enter the ending code of the range to report on. The type of code depends of the value entered above. Pressing [NxtFld] will default this field to the last code.

State Code from Enter the beginning state code of the range to report on. [ListVal] may be used to assist in the selection of a code. Pressing [NxtFld] will default this field to the first state code.

to Enter the ending state code of the range to report on. Pressing [NxtFld] will default this field to the last state code. If only one state is required then this field will contain the same value as the State Code from field.

Post Code from Enter the beginning post code of the range to report on. Pressing [NxtFld] will default this field to 0 (to include the first post code possible).

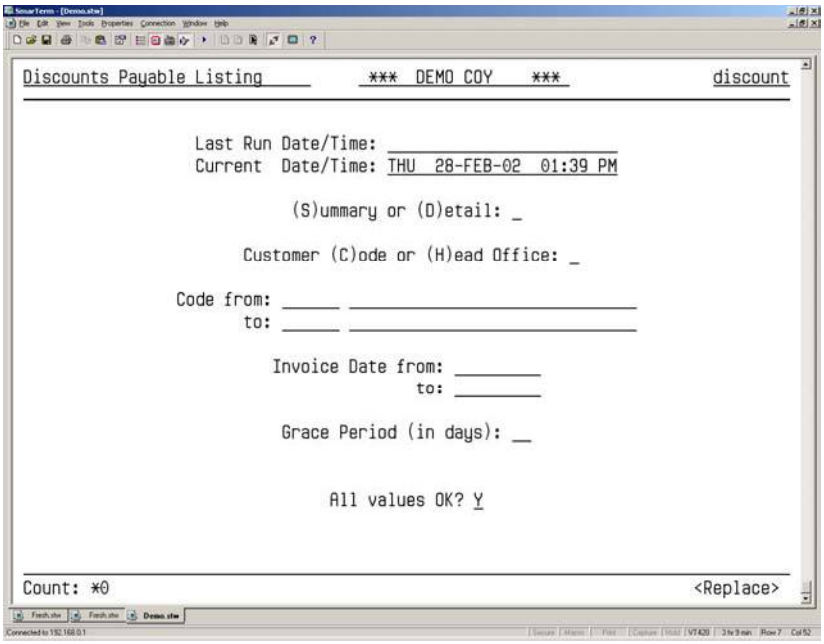
to Enter the ending post code of the range to report on. Pressing [NxtFld] will default this field to 9999 (to include the highest possible post code).

All Values OK? If you need to change any report selection values enter N and press [NxtFld]. If all of the values entered are acceptable then you may accept the default value here by pressing [NxtFld]. The report will now be printed to the device specified in the printer selection form.

4.22 Customer Discounts Payable

The Customer Discounts Payable List will list all discounts payable for the desired selection.

Select Customer Discounts Payable from the menu. After selecting the print/display option from the printer selection screen, the following screen will be displayed:



Make your report selection by completing the following fields:

(S)ummary or (D)etail Enter (S) if only a summary is required otherwise enter a (D) for a detailed report.

Customer (C)ode or (H)ead Office
Enter (C) if the report is to be listed by customer code or (H) if the report is to be listed by head office code.

Code from Enter the beginning customer/head office code of the range to report on. [ListVal] may be used to assist in the selection of a code. Pressing [NxtFld] will default this field to the first customer/head office code.

to Enter the ending code of the range of customer/head office codes to report on. Pressing [NxtFld] will default this field to the last customer/head office code.

Invoice Date from Enter the beginning date for the range to report on, or press [NxtFld] to default this field to the current (today's) date.

to Enter the ending date for the range to report on, or press [NxtFld] to default this field to the current (today's) date.

Grace Period (in days)
Enter the number of days grace to be calculated.

All values OK? If you need to change any report selection values enter N and press [NxtFld]. If all of the values entered are acceptable then you may accept the default value here by pressing [NxtFld]. The report will now be printed to the device specified in the printer selection form.